



# LUCAS COUNTY SHERIFF'S OFFICE

## CIVIL BRANCH

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### CIVIL PROCESS

#### Instructions for "OUT OF STATE" Service

- When documents are filed outside the State of Ohio and you are requesting service in Lucas County, Ohio law requires a certification form to be completed for "Out of State" service. The original of the signed certification form will need to be mailed to the Lucas County Sheriff's Office Civil Division at the address listed below.
- Along with the certification form that is required to be mailed to our office, please send a complete set of the summons / subpoena / order / other documents to be served and a copy to be used for a return with our affidavit for service. See link for "**Out of State Certification Form.**"
- Please provide Instructions for Service indicating "personal or residential" service.
  - "Personal" service is defined as "being served in hand" only to the person/ company to be served.
  - "Residential" service is served to anyone of suitable age or discretion residing at the service address who can sign in receipt of the document.
- Include your, certified or cashier's check (a law firm check is also acceptable) in the amount of \$25.00 for each person to be served. If you are sending papers for a 2<sup>nd</sup> defendant to the same address to be served at the same time, the fee for serving those papers will be an additional \$12.00. **NO PERSONAL CHECKS WILL BE ACCEPTED.** Make your check payable to: **Lucas County Sheriff's Office.** Please enclose a self-enclosed stamped envelope.
- We will attempt service, and complete the return along with an "Affidavit for Service." Please allow up to 3-4 weeks for service and return.

#### MAIL COMPLETED ORIGINAL CERTIFICATION FORM AND RELATED DOCUMENT(S) TO:

LUCAS COUNTY SHERIFF'S OFFICE  
CIVIL BRANCH  
LUCAS COUNTY COURT HOUSE  
700 ADAMS STREET  
TOLEDO, OHIO 43604

PHONE: 419-213-4786  
FAX: 419-213-4793

HOURS OF OPERATION: MONDAY – FRIDAY 8:00 a.m. – 4:00 p.m.