



**CIVIL PROCESS
Service From “OUT OF STATE” Instructions**

- When documents are filed outside the State of Ohio and you are requesting service in Allen 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 Allen 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 the “**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 money order, certified or cashier’s check (a law firm check is also acceptable) in the amount of \$45.00 for each person to be served. Make your check payable to “Allen County Sheriff’s Office”. Please enclose a self-addressed 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
AND RELATED DOCUMENTS TO:**

**ALLEN COUNTY SHERIFF’S OFFICE
CIVIL PROCESS SECTION
333 N. MAIN STREET
LIMA, OHIO 45801**

PHONE: 419-993-1411 FAX: 419-227-2004

HOURS OF OPERATION: MONDAY – FRIDAY 8:00 A.M. – 4:00 P.M. EST

419-227-3535