



**CIVIL PROCESS
"STATE OF OHIO" Instructions**

- When documents are filed in the State of Ohio and you are requesting service in Allen County, Ohio law requires the original document to be filed in the clerk of courts prior to processing for service.
- Send the original summons / subpoena / order / other documents, and also a copy to be served, to the Allen County Sheriff's Office - Civil Process Section at the address listed below. You will be billed on the document return for the processing service according to fees set by the State of Ohio. Please enclose a self-addressed stamped envelope.
- 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.
- We will attempt service and then complete the original return for your files. Please allow up to 3-4 weeks for service and return.
- Cases where an affidavit of indigence is filed in the clerk of courts, a copy of the "affidavit of indigence" needs to be included for the fees to be waived.

MAIL CIVIL PROCESS 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