

CERTIFICATION FOR OHIO SERVICE - HANCOCK COUNTY, OHIO

INSTRUCTIONS for "OUT OF STATE" Service

Documents filed outside the State of Ohio that need served in Hancock County Ohio require a Certification Form to be completed for "Out of State" service.

Reference: Ohio Revised Code 311.07(C)(1)(2) and 311.08(B)(1)(2) at codes.ohio.gov

The original of the signed Certification Form must be mailed to the Civil Division of the Sheriff's Office of Hancock County Ohio. (details below)

Send a complete set of the summons/subpoena/order or other documents to be served along with a "Return of Service" form.

Please keep 'papers to serve' separate from the "Return of Service" form and mark as such.

Provide instructions for Service indicating **Personal** or **Residential** service.

- *Personal service: "being served in hand" "only to person/company to be served"*
- *Residential service: serve anyone of suitable age or discretion residing at the service address who can sign in receipt of the document.*

Payment: \$50.00 for **EACH PERSON** to be served.
Money order, Certified/Cashier check, Law Firm check
Payable to Hancock County Sheriff's Office

**Personal checks
NOT accepted!**

Enclose a self-addressed stamped envelope.

MAIL COMPLETED ORIGINAL CERTIFICATION FORM AND RELATED DOCUMENTS TO:

**Hancock County Sheriff's Office
Attn: Civil Division
200 West Crawford Street
FINDLAY, OHIO 45840**

The Hancock County Sheriff's Office of Ohio will attempt to serve, complete the Return of Service, and mail per the provided envelope.

*Office Hours: Monday through Friday 8:00 a.m. – 4:00 p.m.
Phone 419-424-7239 or 419-424-7097*

CERTIFICATION FOR OHIO SERVICE

Ohio Revised Code 311.07(C)(1)(2) and 311.08(B)(1)(2)

State _____ County _____

Court _____ Case Nbr _____

VS

PLAINTIFF

DEFENDANT

DIRECTED TO THE SHERIFF OF HANCOCK COUNTY, OHIO:

The above listed court has authority to issue documents for service upon residents of the state of Ohio or upon companies, corporations, businesses, agencies or organization operating in or from the state of Ohio. These documents have been issued in compliance with the laws of the state of issuance.

SIGNATURE OF Clerk, Deputy Clerk, Judge or Magistrate

This certification is requested by the Sheriff of Hancock, Ohio under Sections 311.07(C)(1)(2) and 311.08(B)(1)(2) of the Ohio Revised Code and is mandatory for service of all legal documents issued from non-Ohio areas.

§ 311.08. Execution and return of process. (Reads the same as § 311.07 (C)(1)(2))

(B) The sheriff shall not execute process that is issued in a state other than this state, unless the process contains either of the following:

- (1) A certification by the judge of the court that issued the process stating that the issuing court has jurisdiction to issue the process and that the documents being forwarded conform to the laws of the state in which the court is located;
- (2) (2) If the process is an initial summons to appear and defend issued after the filing of a complaint commencing an action, a certification by the clerk of the court that issued the process stating that the process was issued in conformance with the laws of the state in which the court is located.

Mail completed original certification with documents to be served to:

**HANCOCK COUNTY SHERIFF'S OFFICE
Attn: CIVIL DIVISION
200 WEST CRAWFORD STREET
FINDLAY, OHIO 45840**

Office Hours: Monday through Friday 8:00 a.m. – 4:00 p.m. Phone 419-424-7239 or 419-424-7097