

Certificate of Service

A copy of the foregoing _____ (identify the document that you are filing) has been served on (plaintiff/defendant or name of the party [write their name on the blank line below], or attorney for [] plaintiff / [] defendant) [check one] _____ by either (check one) [] regular U.S. mail, [] Email, OR [] personally delivering a copy this ____ day of _____, 20____, in case number _____.

[] Plaintiff / [] Defendant
(check one)

Email

Print your full name

Signature

Instructions for Certificate of Service

Except for the situations described below, once a Complaint has been filed, every document filed by a party in a civil, criminal, small claims, or traffic case must be served on all other parties. A Certificate of Service must be completed and attached to the filed document(s). To do this, either mail or personally deliver a copy of the document(s) to all other parties. If the form you are filing does not contain a Certificate of Service, complete the form above and staple it as the last page with the document(s) that you are filing.

A certificate of service is NOT required for the following:

In a criminal or traffic case unless the defendant has pled Not Guilty.

In civil (NOT small claims) case when a defendant has not filed an Answer or other response to the Complaint.

In a small claims case, a certificate of service is always required for every document filed.

Mail to:
Medina Municipal Court
135 North Elmwood
Medina, OH 44256