

**SERVICE REQUEST FORM WITH INSTRUCTIONS
CUYAHOGA COUNTY CLERK OF COURTS – APPELLATE DIVISION**

Plaintiff

APPEAL NO. _____

vs.

TRIAL NO. _____

Defendant

**REQUEST FOR SERVICE OF
DOCUMENTS IN CASES
INVOLVING A PROTECTION
ORDER**

Pursuant to Loc.App.R. 13.5, I am a litigant in a direct appeal or original action that involves a protection order that prohibits me from contacting a party in this case. I request the Cuyahoga County Clerk of Courts–Appellate Division to serve the following:

Appellate Brief Motion Notice Other _____,

to the following individual(s) (if more space is needed, please attached a separate sheet with name and address information):

Name

Name

Address

Address

Address

Address

Email Address

Email Address

by the following means:
 email ordinary mail

by the following means:
 email ordinary mail

Signature

Notice: This form should not be filed. It should be presented to the Cuyahoga County Clerk of Courts-Appellate Division with the documents that are intended to be filed. Pursuant to App.R. 13(E), documents filed with the Court must still include a completed certificate of service. The certificate of service shall state that service has been requested in accordance with Loc.App.R. 13.5 and shall identify the persons to be served, the manner of service requested, and the date of acceptance by the Clerk of this form. The Clerk may refuse to serve any included document if it deems the document harassing or spurious. If the Clerk refuses to serve a document, a litigant may file a motion with the Court to request service.