CIVIL PROCESS
Service from "OUT OF STATE" Instructions

- The Sheriff's Office may not serve any document filed in or issued from a court located outside of this state without first receiving certification from the issuing court on the form designated by the Sheriff's Office, in accordance with Ohio Revised Code § 311.08. See link for the "Out of State Certification Form."

- The certification form must be mailed to the Clermont 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 **two (2)** complete copies of each summons/ subpoena / order / other documents to be served. The Sheriff's Office will complete service and return a copy of the document with an affidavit of service.

    - 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 complete the return along with an "Affidavit of Service" and an invoice of all fees accrued for service or attempted service. Please allow up to 3-4 weeks for service and return.

- Please include a pre-addressed stamped return envelope so return of service and invoice of fees can be filed pursuant to law.

MAIL COMPLETED ORIGINAL CERTIFICATION AND RELATED DOCUMENTS TO:

CLERMONT COUNTY SHERIFF'S OFFICE
CIVIL PROCESS SECTION
4470 ST RT 222
BATAVIA, OHIO 45103

PHONE: 513-732-7543 FAX: 513-732-7515

HOURS OF OPERATION: MONDAY – FRIDAY 8:30 A.M. – 4:30 P.M. EST

CERTIFICATION FOR OHIO SERVICE

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

STATE OF _____ COUNTY OF _____

COURT _____

_____
PLAINTIFF

VS.

_____ _____
DEFENDANT CASE NUMBER

DIRECTED TO THE SHERIFF OF CLERMONT COUNTY, OHIO:

THE ABOVE LISTED COURT HAS AUTHORITY TO ISSUE LEGAL DOCUMENTS FOR SERVICE UPON RESIDENTS OF THE STATE OF OHIO OR UPON COMPANIES, CORPORATIONS, BUSINESSES, AGENCIES OR ORGANIZATIONS OPERATING IN OR FROM THE STATE OF OHIO. THESE LEGAL DOCUMENTS HAVE BEEN ISSUED IN COMPLIANCE WITH THE LAWS OF THE STATE OF ISSUANCE.

THIS CERTIFICATION MUST BE SIGNED AND
SEALED BY THE CLERK, DEPUTY CLERK, SIGNATURE
JUDGE OR MAGISTRATE

*****SEAL OF OFFICE*****

_____
SIGNATURE

_____
CONTACT NUMBER OF ISSUING AUTHORITY

THIS CERTIFICATION IS REQUESTED BY THE SHERIFF OF CLERMONT COUNTY, OHIO UNDER SECTION 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) 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:

CLERMONT COUNTY SHERIFF'S OFFICE
CIVIL PROCESS SECTION
4470 STATE ROUTE 222
BATAVIA, OH 45103