REQUEST FOR SERVICE

NOTICE

- Unless you have obtained the consent of the parents and any legal custodian of the child (see: CONSENT TO CHANGE IN CUSTODY) legal notice of this case must be served on the persons who have not signed the consent forms.
- You must complete the REQUEST FOR SERVICE form in order to obtain that legal notice. You must select the type of service that you desire on the REQUEST FOR SERVICE form.
- If a person who must be served is deceased you should write "deceased" on the appropriate line on the COMPLAINT form. (For example, if the father of the child is deceased, write "deceased" on the line next to the words "Father's Name:.")
- If you do not know where one or both of the parents live and you cannot find out their address from their family, friends or from other public information services (phone books, city directories etc.) you must serve them with notice by posting. In order to do this, you should complete the AFFIDAVIT FOR SERVICE BY POSTING.
- If you do not know the identity of one of the parents, you must serve that unknown parent and you must insert that information in the AFFIDAVIT FOR SERVICE BY POSTING. (For example, if you do not know the identity of the father, on the affidavit after the words "following person" insert the words "unknown father.") You will need to complete that form, *including a description of what you have done to find the person,* have it notarized, and return it to the clerk's office with the rest of your papers when you file your case.

INSTRUCTIONS FOR COMPLETING FORM

Case No.: Deputy Clerk will complete this.

In re: Print first and last name of child

To the Clerk: This area is asking the clerk to serve a party with a copy of the complaint/motion.

- If the party lives outside of Butler County, service **MUST BE ISSUED** by certified and ordinary mail. The Butler County Sheriff Department does not complete service outside of Butler County.
- If the party lives in Butler County, service can be issued by certified and ordinary mail or by personal service through the Butler County Sheriff Department.
- You **MUST** note the type of service by completing each person's name and complete address (including zip code) in the proper area
- All parties (mother, father and current custodian) must be served

The Under signed - **Certified Mail and ordinary mail (mandatory if the person lives outside of Butler County)**

Name: Print first and last name of person to be served
Address: Print entire address including street number and name city, state, zip

The Undersigned – **personal service by the Butler County Sheriff**

Name: Print first and last name of each person to be served
Address: Print entire address including street number and name city, state, zip

The Undersigned: **Notice by Posting**

Note: If you have chosen this option, you must complete the "Affidavit for Service by Posting".

- Name(s): Print the first and last name(s) of the person(s) to be served by Posting in and around Butler County.

Court date – Clerk will complete

Signed: Sign your first and last name