

**HAMILTON COUNTY JUVENILE COURT**  
**SERVICE REQUEST**

**WRITTEN REQUEST FOR SERVICE** (Civil)  
 **PRAECIPE** (Delinquent/Criminal)

IN RE: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_  
\_\_\_\_\_

Case Type: \_\_\_\_\_ Reason for Hearing: \_\_\_\_\_

Charges: \_\_\_\_\_

A hearing is scheduled on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ : \_\_\_\_\_ AM / PM.

Judge / Magistrate: \_\_\_\_\_ Case Manager: \_\_\_\_\_

**Type of Form:** (Summons) (Subpoena) or (Notice) *(List one of these selections for each address listed below.)*  
(Parties) (Witnesses) (Attorney/Parties)

**Type of Service:** (Regular Mail) (Certified Mail) (Personal Service)  
(Usual Service)  
(Residential Service) or (Publication) *(List one of these selections for each address listed below.)*

<b><u>Type of Form</u></b>	<b><u>Type of Service</u></b>	<b><u>Name and Complete Address and Zip Code</u></b>
1. _____	_____	_____ _____ _____ _____
2. _____	_____	_____ _____ _____ _____
3. _____	_____	_____ _____ _____ _____

If I have requested certified mail service, and the service is returned by the U.S. Post Office as Refused or Unclaimed, I request ordinary mail service in accordance with Civ.R. 4.6(C), (D), and (E).

Requested by: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_