

# PROBATE COURT OF GREENE COUNTY, OHIO

Case No.: \_\_\_\_\_

Judge Thomas M. O'Diam

## SUMMONS

### ON COMPLAINT

[Rule 4 Ohio Rules of Civil Procedure]

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

Name

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plaintiff

Name

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Defendant

To the above named defendant:

You are summoned that a complaint (a copy of which is attached) has been filed against you in this court by the plaintiff(s) listed above.

You are required to serve upon the plaintiff(s)' attorney, or upon the plaintiff if he/she has no attorney of record, a copy of your answer to the complaint within **28** days after you have been served this summons, exclusive of the date of service. Your answer must be filed with this court within three days after service on plaintiff's attorney.

The name and address of the plaintiff's attorney is as follows:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
\_\_\_\_\_

**If you fail to appear and defend, judgment by default will be taken against you for the relief demanded in the complaint.**

Thomas M. O'Diam, Probate Judge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk

# RETURN

Received on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock, \_\_\_\_M., and on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I served the same on the party named below by  Personal Service  Residential Service or  Certified Mail, Return Receipt Request

## RETURN OF SERVICE OF SUMMONS (PERSONAL)

I received this summons on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_M., and made personal service of it upon \_\_\_\_\_ by locating him/her and tendering a copy of summons and accompanying documents, on \_\_\_\_\_, 20\_\_\_\_.

**Fees**  
Service \$ \_\_\_\_\_  
Mileage \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Sheriff, Bailiff, Process Server  
By: \_\_\_\_\_  
Deputy

## RETURN OF SERVICE OF SUMMONS (RESIDENCE)

I received this summons on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_M., and made residence service of it upon defendant(s) \_\_\_\_\_ by leaving at his/her usual place of residence with \_\_\_\_\_ a person of suitable age and discretion then residing therein, a copy of the summons, a copy of the complaint and accompanying documents, on \_\_\_\_\_, 20\_\_\_\_.

**Fees**  
Service \$ \_\_\_\_\_  
Mileage \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Sheriff, Bailiff, Process Server  
By: \_\_\_\_\_  
Deputy

## RETURN OF SERVICE OF SUMMONS (FAILURE OF SERVICE)

I received this summons on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_M., with instructions to make personal-residence service upon defendant(s) \_\_\_\_\_ and I was unable to serve a copy of the summons upon said defendant(s) for the following reasons: \_\_\_\_\_

**Fees**  
Service \$ \_\_\_\_\_  
Mileage \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Sheriff, Bailiff, Process Server  
By: \_\_\_\_\_  
Deputy