

**WAIVER OF NOTIFICATION OF FAILED SERVICE AND  
INSTRUCTIONS TO THE CLERK  
Franklin County Municipal Court Small Claims Division  
375 S. High St., Columbus, OH 43215**

\_\_\_\_\_

vs.

Case No. \_\_\_\_\_ CVI \_\_\_\_\_

\_\_\_\_\_

The summons, (notice to the defendant of the lawsuit) and complaint in this case will be sent by certified mail. If the certified mail is returned by the Post Office marked "Refused" or "Unclaimed", I waive notice of the failed service; and I request ordinary mail service. When service is sent by ordinary mail, the case will have a new trial date.

\_\_\_\_\_  
Name: Plaintiff or Attorney of Record

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please print.*

Attorney Reg. No. \_\_\_\_\_

***If you do not waive notice of failed service, you must return to the Clerk of Court to file instructions for ordinary mail service.***