

**Hamilton County Municipal Court
Cincinnati, Ohio**

Plaintiff

Case No. _____

Request for Ordinary Mail Service
under Rule 4.6 (C) or (D)

vs.

Defendant

Now comes the plaintiff or defendant / attorney and hereby represents that service of summons by certified mail has been returned "Unclaimed" or "Refused". Request is hereby made that the clerk issue summons by ordinary mail to the plaintiff (s) or defendant (s) at the following address:

Call Date: _____

Pltf. / Deft. / Attorney

Attorney I.D.

Address

City, State, Zip code

Phone Number