

Sylvania Municipal Court  
Michael A. Bonfiglio  
Civil/Small Claims Division

Praeceptum for Ordinary Mail Service

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

\_\_\_\_\_  
Plaintiff

Vs

\_\_\_\_\_  
Defendant

Please issue service by ordinary mail when the original service is returned  
"Unclaimed" or "Refused" pursuant to rule 4.5 of the Ohio Rules of Civil  
Procedure.

\_\_\_\_\_  
Signature of Plaintiff or Attorney