

Instructions for Certificate of Service:

This form must be used with any document that is filed with the Clerk of Court of Claims. It shows that you have served your Motion on all parties or their attorneys as required by the Civil Rules, specifically Civ.R. 5. **If you fail to serve your Motion or fail to attach a Certificate of Service, your Motion may be denied or not considered by the Court.**

For parties represented by an attorney, you must serve the attorney and not the party directly.

For parties that are unrepresented, you must serve the party directly.

The parties' and attorneys' addresses may be obtained by searching with the case number on the Court's docket.

1. In the blank marked "Title of document being served", fill in the title of the document you are serving.
2. List the addresses of all parties or their attorneys who you will serve.
3. Fill in your name wherever "Name of Plaintiff" appears;
4. Sign the Certificate of Service.
5. Attach the completed Certificate of Service to the document you are filing.
6. Mail/eServe a copy of your Motion or other filing to the parties listed in the Certificate of Service.
7. File your Motion with the Court of Claims of Ohio. You must file your motion no later than three days after you mail/eServe it to the parties or their attorneys.