

**CIVIL SERVICE PROCESS  
OTTAWA COUNTY SHERIFF'S OFFICE – CIVIL DIVISION**

**Out of state instructions:**

When documents are filed outside the State of Ohio and you are requesting service in Ottawa County, Ohio law requires a certification form to be completed for “out of state service.” The original of the signed certification form will need to be mailed to the sheriff’s officer, civil division at the address below.

Along with the certification form that is required, please send a complete set of papers to be served and a copy of the summons/subpoena/order/other documents to be used for a return with our affidavit for service. See link for the Out of State Certification Form. Please provide instructions for service, indicating personal or residential service. Personal service is defined as being served only to the person/company to be served. Residential service is served to anyone over the age of 16 at the service address.

We will attempt service and complete the return. Please allow 3 – 4 weeks for service and return. We will also enclose a fee bill that you will remit with payment to the sheriff’s office.

**MAIL COMPLETED ORIGINAL CERTIFICATION FORM TO:**

**Ottawa County Sheriff’s Office  
Civil Division  
315 Madison Street, Room 110  
Port Clinton, Ohio 43452  
Phone: 419-734-6824  
Fax: 419-734-6876**

**Hours of operation:**

**Monday – Friday 08:00 am to 4:00 pm EST.**

**Email address: [civil@ottawacountysheriff.org](mailto:civil@ottawacountysheriff.org)**

**Sheriff Robert L. Bratton**  
**County of Ottawa – State of Ohio**  
Certification of Service

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

COURT \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

Vs.

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Case Number

Directed to the Sheriff of Ottawa County, Ohio:

The above listed court has authority to issue legal documents for service upon residents of the State of Ohio or upon companies, corporations, businesses, agencies or organizations operating in or from the State of Ohio. These legal documents have been issued in compliance with the laws of the state of issuance.

This writ must be signed and  
Sealed by the Clerk, Deputy Clerk,  
Judge or Magistrate.

\_\_\_\_\_  
SIGNATURE

\*\*\*\*\*Seal of Office\*\*\*\*\*

This writ is requested by the Sheriff of Ottawa County, Ohio under sections 311.07 and/or 311.08 of the Ohio Revised Code and is mandatory for service of all legal documents issued from non-Ohio areas.

**Mail completed original certification  
and related documents to:**

**Ottawa County Sheriff's Office  
Civil Division  
315 Madison Street Room 110  
Port Clinton, Ohio 43452**

**Civil Division**  
**Phone/419-734-6824 Fax/419-734-6876**  
**[email/civil@ottawacountysheriff.org](mailto:civil@ottawacountysheriff.org)**