



## MIAMI COUNTY SHERIFF'S OFFICE

201 W. MAIN ST., TROY, OH 45373

(937) 440-6085

DAVE DUCHAK, SHERIFF

### CIVIL PROCESS

#### Instructions for "OUT OF COUNTY" Service

- When documents are filed within the State of Ohio and you are requesting service in Miami County, Ohio law requires the original document to be filed in the Clerk's Office of the Court that has jurisdiction, prior to processing for service.
- Send two (2) "stamped" complete sets of the summons / subpoena / order / or other documents; one to be served and a copy to be used for a return with our affidavit for service. Send to the Miami County Sheriff's Office, Civil Section at the address listed below. You will be billed on the document return for the processing service according to fees set by the State of Ohio. Please enclose a self-addressed stamped envelope.
- Please provide Instructions for Service indicating "personal or residential" service.
  - "Personal" service is defined as "being served in hand" only to the person/company to be served.
  - "Residential" service is served to anyone of suitable age or discretion residing at the service address who can sign in receipt of the document.
- We will attempt service, and complete the return for your files. Please allow up to 3-4 weeks for service and return.
- Cases where an affidavit of indigence is filed in the Clerk of Courts, a copy of the "affidavit of indigence" needs to be included for the fees to be waived.

#### MAIL CIVIL PROCESS DOCUMENTS TO:

MIAMI COUNTY SHERIFF'S OFFICE  
CIVIL SECTION  
201 W. MAIN ST.  
TROY, OHIO 45373

PHONE: (937) 440-6085

FAX: (937) 440-3524

HOURS OF OPERATION: MONDAY – FRIDAY 8:00 a.m. – 4:00 p.m.