INSTRUCTIONS FOR ADDING STANDING SPECIAL PROCESS SERVER ORDER TO INSTRUCTIONS FOR SERVICE

The filer must select Instructions for Service as the document type on the "Add a Document" screen and complete the additional text field with "by Process Server" and click **Add.**

Home	eFile	Cases	My Profile	Log Out		us	ser: L Cooper att	y		
Home ⇒ Existin	ig Case ⇒ Add a	a Document								
Case Nun	nber : 201	L <mark>7 CV 040</mark> 0)4 Case	Title : TES	T BUSINESS	PLAINTIFF	1 vs TEST	DEFEN	DANT 1	
Case Type : C	Civil									
Docun	nent Category	Instructions fo	r Service		•					
Docun	nent Type *	Instructions fo	r Service on a l	New Case				•		
Additio	onal Text *	by Process Ser	ver							
		Emergency								
Docun	nent Location	Browse No	file selected.							
Add to	o Submission	Add								
			Document Na	me		View Document	Edit Data	Size	Pg Count	Remove
	Modify Party I	nformation					2	<u>0.01 MB</u>		
		_								

This will take you to the "Instructions for Service" screen. Select the Method of Service of "Personal Service Process Server" or "Residential Service Process Server." Add the Document(s) to be served, and then check the boxes for the parties that need to be served. Then click **Next.**

Home	eFile	Cas	es My Profile	Log Out		user: L Cooper atty				
łome ⇒ Exist	ting Case ⇒ Ad	ld a Docume	nt ⇒ Instructions For Se	ervice						
Civil										
Case Nu	mber : 2	017 CV	04004 Case	Title : TES	BUSINESS PLA	INTIFF 1 vs TEST DEF	ENDANT 1			
Service Met	hod	Personal S	ervice Process Serve	· • 🔶						
Service Prov	/id er	[Enter the	Name of Process Ser	ver]			Make sure you select:			
Documents to be served INSTRUCTIONS FOR SERVIO				on a new case e	BY PROCESS SERVER FIL	ED BY ATTORNEY MCCP 🔻 🛛 Add	Wake sure you select.			
		Doc	ument Title		Delete		Service Method			
COMPLAIN	T Receipt: 117	0572 Date:	10/24/2017 TEST FIL	ed by L Cooper A			Documents to be Served			
Select the	Party to be	Served					Parties to be Served			
For	Participant	Name	Addı	ess	Current Role	Attorney(s) for Party	Thon Click Add			
TEST	BUSINESS PLA	INTIFF 1	888 TENTH STREET DAYTON, OH 45401		Plaintiff	МССР				
✓ TEST	DEFENDANT 1		456 UTAH STREET DAYTON, OH 45401		Defendant					
TEST	DEFENDANT 2		444 7TH STREET DAYTON, OH 45404		Defendant					
✓ TEST	DEFENDANT 3		333 3RD STREET DAYTON, OH 45401		Defendant					
TEST	DEFENDANT 4		444 5TH STREET DAYTON, OH 45401		Defendant					
TEST	PLAINTIFF 2		120 120TH STREET		Plaintiff	МССР				

INSTRUCTIONS FOR ADDING STANDING SPECIAL PROCESS SERVER ORDER TO INSTRUCTIONS FOR SERVICE

This takes you back to the "Add a Document Screen." Select Document Category, "Attachments or Exhibits" and Document Type "Attachment" in order to attach the time-stamped copy of the Standing Special Process Server Order. Select the saved time-stamped copy of the order in your Browser and then click **ADD**.

**Note: A copy of the file-stamped Standing Special Process Order <u>must be added</u> as an attachment to the Instructions for Service or the service will not be issued and delivered to the Process Server.

Home	eFile	Cases	My Profile	Log Out		user: L	Cooper atty	/		
Home ⇒ Exist	ng Case ⇒ Add a	a Document								
Case Nu	mber : 201	L7 CV 0400)3 Case	Title : BUS	INESS PLAINTIFF 1	vs TES	T DEFEI	NDANT	1	
Case Type : Civil										
Docu	ment Category	Attachments o	r Exhibits		•					
Docu	ment Type *	Attachment					•		1	
Addit	ional Text *	TIME-STAMPED	COPY OF ST	ANDING SPECIAL	PROCESS SERVER ORDER					
		Emergency								
Docu	ment Location	Browse ger	erated(2).pdf							
Add t	o Submission	Add								
			Document Na	ime	View Docu	ment	Edit Data	Size	Pg Count	Remove
	Modify Party I	information			Form.xml		2	0.01 MB		
	Instructions fo	or Service on a New	Case BY PROCES	SS SERVER	View Generated E	Document	2	<u>0.0 MB</u>		
							Total Size:	0.0 MB		
Back	ve to Draft Nex	d)								

This takes you to the "Attach a Sub Document" screen. Select the Instructions for Service document to attach the time-stamped copy of the order to if there is more than one document listed. Then click **NEXT**.

Home	eFile	Cases	My Profile	Log Out	user: L Cooper atty
Home ⇒ Existir	g Case ⇒ Add a	Document ⇒ A	ttach a SubDocum	nent	
Case Nur	nber : 201	.7 CV 040	04 Case	Title : TEST BUSINESS PLA	INTIFF 1 vs TEST DEFENDANT 1
Attach Attac	hment FILE-S	TAMPED COPY	OF STANDIN	G SPECIAL PROCESS SERVER ORDER t	o a Document
Attach Attach	ment FILE-STAN	IPED COPY OF	STANDING SPEC	TAL PROCESS SERVER ORDER to:	
				Document Name	
 Instructio 	ns for Service on a	New Case BY PR	OCESS SERVER		
Back					

INSTRUCTIONS FOR ADDING STANDING SPECIAL PROCESS SERVER ORDER TO INSTRUCTIONS FOR SERVICE

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This takes you back to the "Add a Document" screen where you can add any additional documents to your submission or Click **NEXT** to complete your submission.

Home	eFile	Cases	My Profile	Log Out		user: L Cooper at	ty		
Home ⇒ Existing	Case ⇒ Add	a Document							
Case Num	ber : 20:	17 CV 040	04 Case	Title : TEST BU	SINESS PLAINTI	FF 1 vs TEST	DEFEN	DANT 1	
Case Type : Ci	vil								
Docume	ent Category	Attachments of	or Exhibits	•					
Docume	ent Type *								
Addition	nal Text *								
		Emergency	/						
Docume	ent Location	Browse No	file selected.						
Add to	Submission	Add							
			Document Na	me	View Docu	ment Edit Data	a Size	Pg Count	Remov
	Modify Party I	Information			Form.xml		0.01 MB		
	Instructions fo	or Service on a New	v Case BY PROCES	S SERVER	View Generated E	Document 📝	0.0 MB		
	- Attachme ORDER	ent FILE-STAMPED	COPY OF STANDI	NG SPECIAL PROCESS SER	VER generated.pdf		0.0 MB	1	
						Total Size:	0.01 MB		

Back Move to Draft Next