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		user: L Cooper atty

Home ⇒ Existing Case ⇒ Add a Document

Case Number : 2017 CV 04004   Case Title : TEST BUSINESS PLAINTIFF 1 vs TEST DEFENDANT 1

Case Type : Civil

Document Category	Instructions for Service	
Document Type *	Instructions for Service on a New Case	
Additional Text *	by Process Server	
	☐ Emergency	
Document Location	Browse... No file selected.	
Add to Submission	Add	

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Modify Party Information		📝	0.01 MB		

Back Move to Draft Next

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	Cases	My Profile	Log Out		user: L Cooper atty

Home ⇒ Existing Case ⇒ Add a Document ⇒ Instructions For Service

Civil

Case Number : 2017 CV 04004   Case Title : TEST BUSINESS PLAINTIFF 1 vs TEST DEFENDANT 1

Service Method	Personal Service Process Server	
Service Provider	[Enter the Name of Process Server]	
Documents to be served	INSTRUCTIONS FOR SERVICE ON A NEW CASE BY PROCESS SERVER FILED BY ATTORNEY MCCP	Add

Document Title	Delete
COMPLAINT Receipt: 1170572 Date: 10/24/2017 TEST FILED BY L COOPER ATTY ✗	

Select the Party to be Served

> **Make sure you select:**
>
> **Service Method**
> **Documents to be Served**
> **Parties to be Served**
>
> **Then Click Add**

For	Participant Name	Address	Current Role	Attorney(s) for Party
☐	TEST BUSINESS PLAINTIFF 1	888 TENTH STREET DAYTON, OH 45401	Plaintiff	MCCP
☑	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 DAYTON, OH 45401	Plaintiff	MCCP

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.

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**.

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.