



MIAMI COUNTY SHERIFF'S OFFICE

201 W. MAIN ST., TROY, OH 45373

(937) 440-6085

DAVE DUCHAK, SHERIFF

CIVIL PROCESS

Instructions for "OUT OF STATE" Service

- When documents are filed outside the State of Ohio and you are requesting service in Miami 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 Miami County Sheriff's Office Civil Section at the address listed below.
- Along with the certification form that is required to be mailed to our office, please send a complete set of the summons / subpoena / order / other documents to be served and a copy 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 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.
- You will be billed with the document return in accordance with the fees set by the State of Ohio. Please enclose a self-addressed stamped envelope.
- We will attempt service, and complete the return along with an "Affidavit for Service." Please allow up to 3-4 weeks for service and return.

MAIL COMPLETED ORIGINAL CERTIFICATION FORM AND RELATED DOCUMENT(S) 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.