

**GEAUGA COUNTY JUVENILE COURT
JUDGE TIMOTHY J. GREDELL**

SUMMONS INSTRUCTIONS

If a summons is required by Juv. R. 15(A), then the Filer shall (i) prepare a separate summons for each party entitled to receive a summons using the form described below depending upon the type of proceeding, and (ii) deliver the original and two copies of each such summons to the Clerk, together with the pleading (and sufficient copies of that pleading needed for service) that requires a service of summons.

- If the proceeding is an unruly child, delinquent child, or a Juvenile CPO matter, then the Filer shall use the form titled “GC JF 12.2 – Summons and Order to Appear.”
- If the proceeding is an abuse, neglect, or dependency matter, then the Filer shall use the form titled “GC JF 12.1 – Summons and Order to Appear.”
- For all other proceedings, including a private custody matter, the Filer shall use the form titled “GC JF 12.0 – Summons and Order to Appear.”

Additionally, if a person entitled to a summons is willing to waive service of summons, then that person shall sign the form titled “GC JF 12.3 – Waiver of Service of Summons,” and the Filer of the applicable complaint or motion shall promptly file that waiver of summons with the Clerk.