**COURT OF COMMON PLEAS**
**CLERMONT COUNTY, OHIO**

**APPOINTMENT AS SPECIAL PROCESS SERVER**

**APPENDIX D**
**COURT OF COMMON PLEAS**
**CLERMONT COUNTY, OHIO**

| | | |
|---|---|---|
| **IN RE APPOINTMENT OF:** | **:** | **CASE NO. _____MISC_____** |
| | **:** | |
| **_____** | **:** | **APPLICATION FOR APPOINTMENT AS A STANDING PROCESS SERVER FOR ONE (1) YEAR** |
| **AS SPECIAL PROCESS SERVER** | | |

Comes now [individual or corporate], pursuant to Local Rule 12, R.C. 311.22, Civ.R. 4.1, Civ. R.45, and Crim. R. 17 and applies to this Court for appointment as a special process server for this Court. An affidavit in support of this application is attached hereto and incorporated herein by reference as if fully rewritten. The Applicant is requesting to be appointed as a standing special process server as defined by Local Rule 12.2(ii).

_____
Applicant

Address: _____

Phone: _____

Fax: _____

Email: _____

**COURT OF COMMON PLEAS**
**CLERMONT COUNTY, OHIO**

| | | |
|---|---|---|
| **IN RE APPOINTMENT OF:** | **:** | **CASE NO. _____MISC_____** |
| **_____** | **:** | **AFFIDAVIT IN SUPPORT OF** |
| **AS SPECIAL PROCESS SERVER** | **:** | **APPLICATION FOR APPOINTMENT** |
| | **:** | **OF A STANDING PROCESS SERVER** |
| | | **FOR ONE (1) YEAR** |

The Affiant, being first duly cautioned and sworn, states as follows:

1. (a) _____ This affidavit is made in my individual capacity.
   (b) _____ This affidavit is made in my capacity as the authorized agent of :
   _____.
2. I am over the age of 18.
3. I, [and any other authorized agent of _____,] will not attempt to serve process
   in any case in which I [or any other authorized agent of _____] am/ are a party, counsel for any party, a witness, a relative, or an employee of any party. Attached hereto is a list of the other authorized agents of
   _____which may, from time to time, act as a special process server in accord with this application.
4. Neither I nor any of the attached individuals have a felony criminal record in Ohio, any other State or the United States.
5. I, [and all the attached individuals], will follow all applicable Ohio statutes, Ohio Rules of Civil Procedure, Ohio Rules of Criminal Procedure and Local Court Rules; all special instructions for service as ordered by the Court in any particular case, and properly sign and file all returns of service as required by any rule, statute, or Court order with the Clerk of Courts.

_____ _____
Signature of Applicant Print name of Applicant

Sworn to and subscribed in my presence by the Applicant, this _____ day of _____, 20____, at _____, County, Ohio.

_____ _____
Signature of person administering the oath Title: Notary

AFFIX APPROPRIATE SEAL
revised 4/21/2026