

**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____

AS SPECIAL PROCESS SERVER : APPLICATION FOR APPOINTMENT
AS SPECIAL PROCES SERVER

Comes now [individual or corporate], pursuant to Local Rule 10, 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 one of the following:

_____ a onetime special process server to serve process only in _____
[case caption and number]

_____ a standing special process server as defined by Local Rule 10.3(iii)

Applicant

Address: _____

Phone: _____

Fax: _____

Email: _____

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

IN RE APPOINTMENT OF: _____ : **CASE NO.** _____

AS SPECIAL PROCESS SERVER : **AFFIDAVIT IN SUPPORT OF**
 : **APPLICATION FOR APPOINTMENT**
 : **AS SPECIAL PROCESS SERVER**
 :

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 statues, Ohio Rules of Civil 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.

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, Deputy Clerk of Courts)

AFFIX APPROPRIATE SEAL

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

IN RE APPOINTMENT OF: _____ : **CASE NO.** _____

AS SPECIAL PROCESS SERVER : **ORDER APPOINTING
SPECIAL PROCESS SERVER**

This matter was before the Court upon the application of _____, shall be appointed as a special process server pursuant to this Court’s Local Rule 10. Upon due consideration of the application and the supporting affidavit, the Court finds it to be well taken. Therefore,

IT IS HEREBY ORDERED that _____ and its employees as set forth in Exhibit.A and attached hereto, shall be appointed as a standing special process server for this Court. This standing special process server is authorized to make service of process in any matter in which this he or she **is not** a party, counsel of any party, a witness, a relative of any party, or an employee of any party.

IT IS FURTHER ORDERED that the term of this appointment shall be for one year from the date of the journalization of this order. Further, not less than 30 days prior to the termination date of this order, the applicant may reapply for appointment in the manner prescribed by Local R. 10.

IT IS FURTHER ORDERED that the Applicant is appointed as a onetime special process server solely for service of process in, ex.: Jones v. Smith, Case No. 2017-CVC-000100, whose term shall end in accord with Local R. 10.3(i).

IT IS FUTHER ORDERED that the Clerk shall serve a certified copy of this order on the Applicant at the address set forth on the application and note the date of service on the Clerk’s docket.

Administrative Judge