

**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 A STANDING PROCESS
SERVER FOR ONE (1) YEAR**

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 a standing special process server as defined by Local Rule 10.3(ii).

Applicant

Address: _____

Phone: _____

Fax: _____

Email: _____

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

APPOINTMENT AS SPECIAL PROCESS SERVER

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

_____ : **CASE NO.** _____
Plaintiff,
-vs- : **APPLICATION FOR APPOINTMENT
AS SPECIAL PROCESS SERVER
ON A SPECIFIC CASE**
_____ :
Defendant.

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 a onetime special process server to serve process only as defined by Local Rule 10.3(i).

Applicant

Address: _____

Phone: _____

Fax: _____

Email: _____

COURT OF COMMON PLEAS
CLERMONT COUNTY, OHIO

IN RE APPOINTMENT OF: : CASE NO. _____MISC_____

AS SPECIAL PROCESS SERVER : AFFIDAVIT IN SUPPORT OF
: 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

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

_____ : **CASE NO.** _____
Plaintiff, :
 : **AFFIDAVIT IN SUPPORT OF**
-vs- : **APPLICATION FOR APPOINTMENT**
 : **AS SPECIAL PROCESS SERVER**
 : **ON A SPECIFIC CASE**

Defendant.

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