

**CLERMONT COUNTY MUNICIPAL COURT
BATAVIA, OHIO**

IN RE APPOINTMENT OF: : CASE NO: _____

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

Now comes _____ (Applicant), pursuant to Local Rule 31.1, 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 written. The Applicant is requesting to be appointed as one of the following:

Onetime special process server to serve process only in:

(case caption and number)

Standing special process server as defined by Local Rule 33.3(ii)

Applicant Signature

Address: _____

Phone: _____

Fax: _____

Email: _____

CLERMONT COUNTY MUNICIPAL COURT
BATAVIA, 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. The Applicant is 18 years of age or older.
3. The Applicant is not a party to the proceeding, related to a party to the proceeding, or having a financial interest in the outcome of the proceeding;
4. The Applicant is a United States citizen or a legal resident of the United States;
5. The Applicant holds a valid government-issued identification card, passport, or driver's license;
6. The Applicant has not been convicted in the last 10 years of any felony, offense of violence, or offense involving dishonesty or false statement, and not currently under community control sanctions, probation, post-release control, or parole;
7. The Applicant is not currently a respondent under any civil protection order;
8. The Applicant is familiar with the required procedure for service of process;
9. The Applicant will conduct themselves in a professional manner;
10. The Applicant will carry out his or her duties in accordance with all applicable Court Rules and the laws of Ohio.
11. I, (and all the attached individuals), will follow all applicable Ohio statutes, Ohio Rules of Civil Procedure, and Local Court Rules; all special instructions for service as ordered by the Court in any particular case, and property 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
AFFIX APPROPRIATE SEAL

(Title: Notary, Deputy Clerk of Courts)

**CLERMONT COUNTY MUNICIPAL COURT
BATAVIA, OHIO**

IN RE APPOINTMENT OF: : CASE NO: _____

:

: ORDER APPOINTING
AS SPECIAL PROCESS SERVER : SPECIAL PROCESS SERVER

This matter was before the Court upon the application of _____, to be appointed as a special process server pursuant to this Court's Local Rule 31.1. Upon due consideration of the application and the supporting affidavit, the Court finds it to be well taken. Therefore,

_____ **IT IS HEREBY ORDERED** that _____, 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 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. 31.1.

QR

IT IS HEREBY ORDERED that the Applicant is appointed as onetime special process server solely for service of process in, _____, whose term shall end in accord with Local R. 31.1(i).

IT IS FURTHER 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