

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

_____ : _____

_____ : **APPLICATION FOR APPOINTMENT**

AS SPECIAL PROCESS SERVER : **AS SPECIAL PROCESS SERVER**

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

IN RE APPOINTMENT OF: _____ : CASE NO: _____

_____ : _____

_____ : ORDER APPOINTING
AS SPECIAL PROCESS SERVER SPECIAL PROCESS SERVER

_____ **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.

OR

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.

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