

**IN THE COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
MEDINA COUNTY, OHIO**

IN RE APPOINTMENT OF:

CASE NO. [if for single case]

JUDGE: JULIE A. SCHAFER

AS SPECIAL PROCESS SERVER

**APPLICATION FOR
APPOINTMENT AS SPECIAL
PROCESS SERVER**

Now comes _____, pursuant to Local Rule 3.02, R.C. 311.22, Civ. R. 4.1 and Civ.R. 45 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 _____
- a standing special process server as defined by Local Rule 3.02(F)

Respectfully Submitted,

Applicant

Name:
Address:

Phone:
Email:

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**AFFIDAVIT IN SUPPORT OF
APPLICATION FOR
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PROCESS SERVER**

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

- 1) I am over the age of 18.
- 2) I will not attempt to serve process in any case in which I am a party, counsel for any party, a witness, a relative, or an employee of any party.
- 3) I have not been convicted in the last ten 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.
- 4) I am not currently a respondent under any civil protection order.
- 5) I will follow all applicable Laws of the State of Ohio, 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.
- 6) I am a United States citizens or a legal resident of the United States.
- 7) I hold a valid government-issued identification card, passport, or driver's license.
- 8) I am familiar with the required procedure for service of process.
- 9) I will conduct myself in a professional manner.

Under penalty of perjury, I attest the statements to be true to the best of my knowledge.

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

**IN THE COURT OF COMMON PLEAS
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JUDGE: JULIE A. SCHAFER

**ORDER APPOINTING 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 3.2. 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 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.

OR

IT IS FURTHER ORDERED that the Applicant is appointed as a onetime special process server solely for service of process in case _____, whose term shall end in accord with Local R. 3.2.

AND

IT IS FURTHER ORDERED that the term of this appointment shall be for one year from the date of the entry upon the journal 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. 3.2.

IT IS FUTURE ORDERED that the should _____ fails to satisfy the requirements set forth under Civ.R. 4.1(D) at any point during the period of appointment, the authority to serve process under the order shall cease.

CLERK OF COURTS is hereby ordered to serve a copy of this order upon the parties and make a notation upon the appearance docket of the party served, date of service, and method of service if appointment is a onetime special process server in a particular case, or upon the general docket for a standing order of process.

IT IS SO ORDERED.

JUDGE JULIE A. SCHAFER