

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

IN RE APPOINTMENT OF:

AS SPECIAL PROCESS SERVER

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CASE NO. [if for single case]

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 40. 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, [ex.: Jones v. Smith, Case No. 202_-DR-#####], whose term shall end in accord with Local R. 40.

AND

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. 40.

IT IS FUTHER ORDERED should _____ fail 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.

IT IS SO ORDERED.

JUDGE JULIE A. SCHAFER