

IN THE COURT OF COMMON PLEAS, DELAWARE COUNTY, OHIO

:

IN RE: THE APPOINTMENT OF  
STANDING SPECIAL PROCESS  
SERVER

: AFFIDAVIT

I, \_\_\_\_\_, being first duly sworn and cautioned according to law, state that:

- 1. I reside at \_\_\_\_\_.
- My telephone number is \_\_\_\_\_.
- My email address is \_\_\_\_\_.
- 2. I am eighteen (18) years of age or older.
- 3. I am a United States citizen or legal resident of the United States.
- 4. I hold a valid government-issued identification card, passport, or driver’s license.
- 5. I will not attempt to serve process in any case in which I am a party, counsel for a party, or have a familial relationship to any party.
- 6. I will not attempt to serve process in any case in which I have a financial interest in the outcome of the action.
- 7. I have not been convicted, within the last 10 years, of any felony, offense of violence, or offense involving dishonesty or false statement, and am not currently under community-control sanctions, probation, post-release control, or parole.
- 8. I am not currently a respondent subject to any civil protection order.
- 9. I am familiar with and will follow all applicable Local Rules and Ohio Rules of Civil Procedure. I will conduct myself in a professional manner. I will also obey any specific instructions for service of process as ordered by the Court in individual cases, including: *If a pleading is left with a person of a suitable age other than the person to be served, then return is marked as “residential service,” and if the pleading is left with the individual to be served, then the return is marked as “personal service.”*
- 10. I am going to be acting as an agent of \_\_\_\_\_

\_\_\_\_\_  
Applicant

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

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STANDING SPECIAL PROCESS  
SERVER

: JOURNAL ENTRY APPOINTING  
PROCESS SERVER

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It appearing to the Court that the applicant has satisfied the requirements of Civ.R. 4.1(D);

The Court appoints \_\_\_\_\_ as a standing special process server. This order expires one year from the date it is filed unless modified earlier by the Court. Continued appointment beyond one year will require reapplication. Additionally, if \_\_\_\_\_ fails to satisfy the requirements set forth in Civ.R. 4.1(D) during the period of the appointment, the authority to serve under this order will cease.

**IT IS SO ORDERED.**

\_\_\_\_\_  
ADMINISTRATIVE JUDGE