

COUNTY OF CUYAHOGA  
COURT OF COMMON PLEAS  
JUVENILE DIVISION

APPLICATION FOR APPOINTMENT AS  
STANDING SPECIAL PROCESS SERVER

IN RE APPLICATION FOR

\_\_\_\_\_  
(Applicant's Name)

TO BE APPOINTED STANDING SPECIAL PROCESS SERVER,

Pursuant to Ohio Rule of Civil Procedure 4.1(D) and Local Rule 24,

\_\_\_\_\_  
**(Applicant's Name)**

hereby submit its Application for Appointment as Standing Special Process Server for purposes of effectuating personal and residential service in all cases filed with this Court for a period of one (1) year. An affidavit in support of the Applicant is attached and incorporated herein.

Respectfully submitted,

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Organization Name (if applicable)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

COUNTY OF CUYAHOGA  
COURT OF COMMON PLEAS  
JUVENILE DIVISION

AFFIDAVIT IN SUPPORT

IN RE APPLICATION FOR

\_\_\_\_\_  
(Applicant's Name)

TO BE APPOINTED STANDING SPECIAL PROCESS SERVER,

Under oath or affirmation, I \_\_\_\_\_ **(Applicant's Name)**, do hereby certify that:

1. I am not less than eighteen years of age;
2. I shall not be a party to a proceeding, related to a party of a proceeding, or have a financial interest in the outcome of a proceeding in which I serve process;
3. I am United States citizen or a legal resident of the United States;
4. I hold a valid government-issued identification card, passport, or driver's license;
5. In the last ten years, I have not been convicted of any felony, offense of violence, or offense involving dishonesty or false statement;
6. I am not currently under community control sanctions, probation, post-release control, or parole;
7. I am not currently a respondent under any civil protection order;
8. I am familiar with the required procedure for service of process;
9. I will follow Ohio Civil Rules 4 through 4.6 and any applicable procedure set forth by this Court; and
10. I will conduct myself in a professional manner;

FURTHER AFFIANT SAYETH NAUGHT.

\_\_\_\_\_  
Applicant's Signature

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

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

COUNTY OF CUYAHOGA  
COURT OF COMMON PLEAS  
JUVENILE DIVISION

ORDER APPOINTING  
STANDING SPECIAL PROCESS SERVER

IN RE APPLICATION FOR

\_\_\_\_\_  
(Applicant's Name)

TO BE APPOINTED STANDING SPECIAL PROCESS SERVER,

It appearing to the Court that upon the application and certification of the Applicant under oath or affirmation, the Applicant satisfies the requirements as prescribed by Ohio Civ. R. 4.1(D) and Local Rule 24. Therefore, \_\_\_\_\_ (**Applicant's Name**) is hereby appointed as Standing Special Process Server authorized to effectuate personal and residential service in all cases filed with this Court to serve a period of one (1) year effective from the date of this Order. If Applicant fails to satisfy the requirements of Ohio Civ. R. 4.1(D) or Local Rule 24 during the period of the appointment, the authority to serve process under this Order shall cease.

**IT IS SO ORDERED.**

\_\_\_\_\_  
Judge Thomas F. O'Malley  
Administrative Judge

\_\_\_\_\_  
Date