

## **RULE XXV**

**[Effective 5/1/2025]**

### **SPECIAL PROCESS SERVER**

**(A)** A person may be designated as a “Civil Process Server” for cases filed in the court by filing a combined Affidavit and Entry. The Affidavit and Entry shall set forth the following information:

- (1)** Personal Information. The name, address, and telephone number of the person to be appointed as a Standing Special Process Server;
- (2)** Age. That the person is 18 years of age or older;
- (3)** Non-Party. That the person agrees not to attempt service of process in any case in which the server is a party, related to a party to the proceeding, or has a financial interest in the outcome of the proceeding;
- (4)** Citizenship Status. That the person is a citizen or legal resident of the United States;
- (5)** Identification. That the person holds a valid government-issued identification card, passport, or driver’s license;
- (6)** Law-Abiding. That the person 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)** No CPO. That the person is currently not a respondent under any civil protection order;
- (8)** Knowledge. That the person is familiar with the required procedure for service of process;
- (9)** Professionalism. That the person will conduct themselves in a professional manner; and
- (10)** Compliance. That the person agrees to follow the requirements of Civ.R. 4 through Civ.R. 4.6, any applicable local rule, and specific instructions for service of process as ordered by the court in individual cases.

**(B)** An appointment can be for one-time or standing as a Civil Process Server. A standing appointment shall be for no more than a one-year period ending on December 31. Upon expiration of an appointment, a person must reapply in accordance with this Rule. If the person designated a standing Civil Process Server fails to satisfy the requirements set forth in Civ.R. 4.1(D) during the period of appointment, the authority to serve process shall cease.

**(C)** All appointment orders for a one-time Civil Process Server shall be authorized by the Assigned Judge. All appointment orders for a Standing Civil Process Server shall be authorized by the Hamilton County Municipal Court, Duty Judge, for a period of no longer than one year. If the Judge authorizes a person to be a Standing Civil Process Server, the order shall be captioned “In Re: The Appointment of [Name of Person Being Appointed] as Standing Civil Process Server” and state the following:

It appearing to the court that the following person has complied with the provisions of Hamilton County Municipal Court Civil Rule XXV, [Name of Person Being Appointed] is hereby designated as a Standing Civil Process Server authorized to make service of process in all cases filed in this court and to serve until December 31, \_\_\_\_\_, or further order of the court, whichever comes first. If at any time during the period of this

appointment [Name of Person Being Appointed] fails to satisfy the requirements set forth under Civ.R. 4.1(D), the authority to serve process under this Order shall cease.

**(D)** The Clerk shall record such appointment on the court's journal and shall file the original affidavit and order. In any case thereafter, the Clerk shall accept a time-stamped copy of such affidavit and order as satisfying the requirements of Civ.R. 4.1(D) for designation by the court of a person to make service of process.

**(F)** The clerk shall charge \$150 for the Entry filing for new applicants and \$60 for a renewal.