

1. I am _____, my address is _____,
telephone number _____;
2. I am eighteen (18) years of age or older;
3. I agree not to attempt service of process in any cause in which the server is a party,
related to a party to the proceeding, or have a financial interest in the outcome of a
proceeding;
4. I am a citizen or legal resident of the United States;
5. I hold a valid government-issued identification card, passport, or driver's license;
6. I have not been convicted in 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;
7. I am not a respondent under any civil protection order;
8. I am familiar with the required procedure for service of process;
9. I will conduct myself in a professional manner; and
10. I agree 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.

A standing appointment shall be for no more than a one-year period ending on December 31. Upon expiration of an appointment, I understand that I must reapply in accordance with Hamilton County Municipal Court Civil Rule XXV. If I fail to satisfy the requirements set forth in Civ.R. 4.1(D) during my period of appointment, my authority to serve process shall cease.

FURTHER AFFIANT SAITH NAUGHT:

(Name of Person Requesting Appointment)

(Signature)

Sworn to and subscribed in my presence by the Applicant, this _____ day of _____, 20____,
at _____, County, Ohio.

(Notary Public)

ORDER

_____ It appearing to the court that the above named individual has complied with the provisions of Hamilton County Municipal Court Civil Rule XXV, they are hereby designated as a Special Process Server in Case _____ authorized to make service of process in the case identified by this order. If at any time during the period of this appointment they fail to satisfy the requirements set forth under Civ.R. 4.1(D), the authority to serve process under this Order shall cease.

_____ It appearing to the court that the above named individual has complied with the provisions of Hamilton County Municipal; Court Civil Rule XXV, they are hereby designated as a Standing Special Process Server authorized to make service of process 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 they fail to satisfy the requirements set forth under Civ.R. 4.1(D), the authority to serve process under this Order shall cease.

APPROVED:

JUDGE
HAMILTON COUNTY MUNICIPAL COURT