

IN THE COURT OF COMMON PLEAS OF RICHLAND COUNTY, OHIO

In Re:

Application of _____
for Appointment as Process Server
for One Year Period

Case No. _____

APPLICATION FOR
APPOINTMENT

I _____, hereby apply to the General Division of the Common Pleas Court for designation pursuant to Ohio Rules of Civil Procedure 4.1(2) and 45(C) as a process server for a one-year period. Pursuant to Civil Rules 4.1(2) and 45 (C), I make the following representations to the Court:

1. I am a person not less than eighteen years of age;
2. I will not undertake to make service in any case in which I am a party, I am related to a party to the proceedings or having a financial interest in the outcome of the case;
3. I am a United States citizen or a legal resident of the United States;
4. I hold a valid driver's license or other government-issued identification card, or passport;
5. I have not been convicted in the last ten years of any felony, offense of violence, or an offense involved false statement or dishonesty, not currently under community control sanctions, probation, post-release control, or parole;
6. I am not currently a respondent under any civil protection order;
7. I am familiar with the required procedure for service of process and will promptly make service and return of service in the manner specified in the Ohio

Rules of Civil Procedure, and I will otherwise conscientiously perform the task of service in a professional manner in accordance with the Civil Rules and the orders of this Court.

8. I understand that I will generally only be called upon to make service in a case upon the request of one of the parties in the case to the Clerk of Court.

By my signature, I affirm that the information contained in this application is correct, that I meet the foregoing requirements and that I consent to a criminal background check.

Signature

Printed Name: _____

Last 4 digits of SSN: _____

Date of Birth: _____

Address: _____

Email Address: _____

Phone Number: _____

IN THE COURT OF COMMON PLEAS OF RICHLAND COUNTY, OHIO

In Re:

Application of

Case No. _____

for Appointment as Process Server
for One Year Period

ORDER FOR APPOINTMENT

Upon the application of _____ (called "the Process Server" herein) for designation as a process server for the Richland County Court of Common Pleas, General Division and upon his or her representation that he or she is not less than eighteen years of age and will faithfully perform the duties of process server, it is hereby ordered pursuant to Ohio Rules of Civil Procedure 4.1(2) and 45(C) that:

1. Process Server is designated, for a period ending one year from the date this order is filed, as a process server who may serve subpoenas and other process for the General Division of the Court, upon the proper request of a party in any, case in which Process Server is not himself or herself a party.

2. Process Server shall provide a copy of this Order to any person on whom Process Server makes service, to demonstrate his or her authority.

3. Process Server shall make prompt service and return of service to the Clerk of Court in accordance with the Ohio Rules of Civil Procedure.

4. Failure to satisfy the requirements set forth in the Ohio Rules of Civil Procedure during the period of appointment will result in the revocation of this order and the ability to serve process shall cease.

SO ORDERED.

Judge Brent N. Robinson

Judge Phillip S. Naumoff