

**COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
CLERMONT COUNTY, OHIO**

In re Appointment of

Case Number _____

Applicant's Name

**Application for Appointment
as a Special Process Server**

_____ applies to this court for appointment as a special process server for this court. An affidavit in support of this application is attached and incorporated. The Applicant is requesting to be appointed as one of the following:

_____ as a onetime special process server to serve process in
Case Number _____ Case Caption _____

_____ a standing special process server as defined by Local Rule DR 47

Applicant's signature

Applicant's typed or printed name

Applicant's address

Applicant's telephone number

Applicant's email address

Applicant's fax number

**COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
CLERMONT COUNTY, OHIO**

In re Appointment of

Case Number _____

Applicant's Name

**Affidavit in Support of
Application for Appointment
as a Special Process Server**

The Affiant, being first duly cautioned and sworn, states as follows:

1. I am over the age of 18.
2. I will not attempt to serve process in any case in which I am a party, counsel for any party, a witness, a relative, or an employee of any party.
3. I have never been convicted of a felony.
4. I am aware of and will follow all Ohio statutes, Ohio Rules of Civil Procedure, Local Court Rules, and all special instructions for service as ordered by the Court in any particular case.
5. I will sign and file all returns of service with the Clerk of Courts.

Applicant's signature

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

Signature of person administering the oath

(Title: Notary, Deputy Clerk of Courts)

AFFIX APPROPRIATE SEAL