

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

Case Number \_\_\_\_\_

**In re:**

**APPLICATION TO APPOINT SPECIAL  
PROCESS SERVERS**

\_\_\_\_\_  
Agent's Name

\_\_\_\_\_

\_\_\_\_\_

**OF** \_\_\_\_\_  
Organization's Name

\_\_\_\_\_

\_\_\_\_\_ (Agent's Name)

of \_\_\_\_\_ (Organization's Name),

hereby submit its Application for Appointments as Special Process Servers. An affidavit in support of the applicants is attached and incorporated. The applicants are requesting to be appointed as standing special process servers as defined by Local Rule DR 47.

Respectfully submitted,

\_\_\_\_\_  
Agent's signature

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Organization Address

\_\_\_\_\_  
Organization Address

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

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

**In re Appointment of**

**Case Number** \_\_\_\_\_

\_\_\_\_\_  
Organization's Name

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

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

1. This affidavit is made in my capacity as the authorized agent of:

\_\_\_\_\_

2. I am over the age of 18.

3. I (and any other authorized agent of \_\_\_\_\_)

will not attempt to serve process in any case in which I (or any other authorized agent of \_\_\_\_\_) am/are a party, counsel for any party, a witness, a relative, or an employee of any party. Attached is a list of the other authorized agents of \_\_\_\_\_, who may act as a special process server in accord with this application.

4. Neither I nor any of the attached individuals have a felony criminal record in Ohio, any other state, or the United States.

5. I (and all attached individuals), 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, and properly sign and file all returns of service as required by any rule, statute, or court order with the Clerk of Courts.

\_\_\_\_\_  
Agent/applicant's signature

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

\_\_\_\_\_  
Signature of person administering the oath

\_\_\_\_\_  
(Title: Notary, Deputy Clerk of Courts)

AFFIX APPROPRIATE SEAL

Individuals who may act as a special process server in accord with this application:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.