

APPLICATION AND AFFIDAVIT FOR
CIVIL PROCESS SERVERS

Name (print)

Street Address

Email address

City, State, Zip

Employing or contracting agency, if any

Telephone number

Are you seeking to serve process (check one):

_____ For a single case (or) _____ For a two (2) years

Number of process served in the last 52 weeks: _____

THE APPLICANT MUST INITIAL EACH ITEM AFFIRMING:

_____ I am not less than 18 years old and shall not be a party to or have an interest in any case in which I serve process.

_____ I am a permanent resident of Ohio; a high school graduate or have a GED; have a valid Ohio driver's license; not convicted in the last ten years of any felony, any offense of violence as defined in R.C. 2902.01(A)(9), or any offense involving moral turpitude or dishonesty; and not currently subject to a civil stalking protection order.

_____ I am familiar with the documents to be served and the procedure to serve and return process.

_____ I shall update the Court with any change of address, e-mail address or telephone number.

_____ My appointment permits only the delivery and return of process under Civ.R. 4.1 or 4.3, And not service of writs, levies, executions or other documents.

_____ I shall personally endorse all process and make return using only the documents issued by the Clerk of Courts.

_____ I shall carry a copy of the Order of Appointment and a photo driver's license and shall, upon request or inquiry of any person, show these at the time service is made or attempted.

_____ I shall dress and conduct myself in a manner that will reflect favorable upon myself and the Court.

_____ My failure to follow the Ohio Civil Rules or Portage County Local Rules shall result in revocation of appointment and subject me to the penalties of contempt of court.

_____ My appointment to serve process may be revoked at any time at the sole discretion of the Judge making the appointment or the Administrative Judge.

A F F I D A V I T

By signing this Affidavit I either swear or affirm that I have personally completed and signed this application with my own hand, that I have completed this Application truthfully and accurately and shall follow and perform all that is required of a process server by the Ohio Rules of Civil Procedure, the Rules of Practice in the Portage County Court of Common Pleas, General Division, and all applicable Ohio statutes, as I shall answer under the penalties of perjury and contempt of court.

Signature of Applicant

Applicant Name – Print

STATE OF OHIO)
) SS:
COUNTY OF PORTAGE)

The foregoing Application was acknowledged and signed before me, a Notary Public, this ____ day of _____, 20__, by _____, who is personally known to me or produced a government issued identification containing their photograph.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal, at _____, Portage County, Ohio, this ____ day of _____ 20__.

Name:
Notary Public

My commission expires: _____

IN THE COURT OF COMMON PLEAS
PORTAGE COUNTY, OHIO

IN RE: THE APPOINTMENT OF
STANDING SPECIAL
PROCESS SERVER

JOURNAL ENTRY
APPOINTING PROCESS SERVER

It appearing to the Court that the Applicant has provided all the required information in the affidavit;

The Court appoints _____ as a standing special process server. This Order expires two years from the date it is filed unless modified by the Court.

IT IS SO ORDERED.

ADMINISTRATIVE JUDGE