

DAYTON MUNICIPAL COURT  
CIVIL DIVISION

**Application for Appointment of  
Special Process Server**

\_\_\_\_\_  
Plaintiff (Printed Name)

\_\_\_\_\_  
Applicant (Printed Name)

Standing Appointment for 1 year

One-Time Appointment for  
Case No. \_\_\_\_\_

I, Plaintiff, \_\_\_\_\_, am requesting the Appointment of the Above Applicant to be a Special Process Server to serve paperwork associated with my civil case(s).

I understand that it is my responsibility to determine the type of service needed for my case(s).

I am requesting  Personal Service  Residence Service

I have attached a notarized Affidavit signed by the above Applicant for the Court's review.

Signed: \_\_\_\_\_ (Plaintiff or Plaintiff's Counsel)

\*\*\*\*\*

**ORDER APPOINTING SPECIAL PROCESS SERVER**

The Court, having reviewed the Application and Affidavit, finds that:

**The Application is Granted.** The Applicant certified that he or she has the qualifications required by Civil Rule 4.1 to be a Special Process Server. It is Ordered that the Applicant is Designated a Special Process Server appointed to make personal or residential service of process pursuant to Civil Rule 4.1.

This Standing Appointment is valid for one (1) year from the file-stamped date of this Entry.

One-Time Appointment for Case No. \_\_\_\_\_ (valid for up to one (1) year).

It is further Ordered that should the Special Process Server fail to satisfy any of the qualifications required by Civ. R. 4.1 during their appointment, their authority to serve process shall cease.

**The Application is Not Granted.** The Applicant failed to certify that he or she has the qualifications required by Civil Rule 4.1 to be a Special Process Server.

SO ORDERED:

\_\_\_\_\_  
DAYTON MUNICIPAL COURT JUDGE

DAYTON MUNICIPAL COURT  
CIVIL DIVISION

STATE OF OHIO )  
 ) SS: **AFFIDAVIT OF APPLICANT**  
 ) **FOR SPECIAL PROCESS SERVER**  
COUNTY OF MONTGOMERY )

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I, having been duly sworn and cautioned according to law, I certify that I meet the following qualifications to be a Special Process Server:

1. I am eighteen (18) years of age or older;
2. I am not a party to the case, I am not related to a party in the case, and I have no 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 government-issued identification card, passport, or driver's license;
5. I have not been convicted in the last ten years of any felony, offense of violence, or offense involving dishonestly or false statement, and I am 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 procedure for service of process described on the attached page; and
8. I will conduct myself in a professional manner.

\_\_\_\_\_  
Signature of Affiant

Sworn to me and subscribed in my presence by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

### Procedure for Service of Process by Special Process Server

A special process server is a person who has been designated by court order to make personal or residence service of civil process pursuant to Civ.R. 4.1.

1. Performing Service.
  - (a) Personal service. The special process server shall perform personal service by locating the person to be served and tendering a copy of the process and accompanying documents to the person to be served.
  - (b) Residence Service. The special process server shall perform residence service by leaving a copy of the process and the complaint, or other document to be served, at the usual place of residence of the person to be served with some person of suitable age and discretion residing therein.
2. Notice of Service. When the copy of the process has been served, the special process server shall endorse that fact on the process and return it to the clerk, who shall make the appropriate entry on the docket.
3. Failure of Service. When the special process server is unable to serve a copy of the process within twenty-eight (28) days, the process server shall endorse that fact and the reasons on the process, and return the process and copies to the clerk, who shall make the appropriate entry on the docket.