

**IN THE LUCAS COUNTY COURT OF COMMON PLEAS  
DOMESTIC RELATIONS DIVISION**

**IN RE APPOINTMENT OF**

\_\_\_\_\_  
**AS CIVIL PROCESS SERVER**

)  
)  
)  
)  
)  
)

**Administrative Judge**

**APPLICATION AND ORDER  
FOR APPOINTMENT AS  
CIVIL PROCESS SERVER**

Pursuant to Civ.R. 4.1 and this court's Local Rules, now comes the undersigned to apply for designation as a civil process server in the Lucas County Domestic Relations Court. The applicant hereby certifies by attached sworn affidavit that they satisfy the requirements for appointment per Civ.R. 4.1(D).

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

\_\_\_\_\_  
Address (line 1)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address (line 2)

\_\_\_\_\_  
Agency/Company Name (if applicable)

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

Based on a review of the Application and attached sworn affidavit, the Court finds that the applicant satisfies the requirements for appointment as a civil process server. The above-named applicant shall be designated to make personal or residence service of process pursuant to Civ.R. 4.1(B) and (C) for a period of one (1) year.

If the applicant fails to satisfy the requirements set forth in Civ.R. 4.1(D) during the period of appointment, their authority to serve process shall immediately cease.

**SO ORDERED.**

\_\_\_\_\_  
Administrative Judge

STATE OF OHIO

COUNTY OF LUCAS

)  
)  
)  
)

**AFFIDAVIT**

Before me, a Notary Public in and for the State of Ohio, personally appeared \_\_\_\_\_, being duly sworn according to law, deposed and stated that they are an applicant for designation as a civil process server for cases filed in the Lucas County Court of Common Pleas, Domestic Relations Division, and that the following statements are true:

1. Affiant is not less than eighteen (18) years of age;
2. Affiant shall not make service of process in any case where they are a party to the proceeding, related to a party to the proceeding, or have a financial interest in the outcome of the proceeding;
3. Affiant is a United States citizen or a legal resident of the United States;
4. Affiant holds a valid government-issued identification card, passport, or driver's license;
5. Affiant has not been convicted in the last ten (10) years of any felony, offense of violence, or offense involving dishonesty or false statement, and not currently under community control sanctions, probation, post-release control, or parole;
6. Affiant is not currently a respondent under any civil protection order;
7. Affiant is familiar with the required procedure for service of process; and
8. Affiant will conduct themselves in a professional manner.

FURTHER AFFIANT SAYETH NAUGHT.

\_\_\_\_\_  
Affiant Printed Name

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

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

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