

**IN THE FRANKLIN COUNTY MUNICIPAL COURT
COLUMBUS, OHIO**

IN RE APPLICATION FOR

**TO BE APPOINTED CIVIL PROCESS
SERVER,**

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Case No. _____

APPLICATION FOR APPOINTMENT AS CIVIL PROCESS SERVER

Pursuant to Ohio Rule of Civil Procedure 4.1(D), application is hereby made by or on behalf of _____ for said individual to be appointed to be a civil process server for purposes of effecting personal and residence service.

Application is sought for appointment in relation solely to Case Number(s):

Application is sought for appointment for a period of one year, effective as of the date the appointment order is filed.

Certification that the applicant satisfies the criteria listed in Civ.R. 4.1(D)(1)-(8) is attached hereto.

Date

Attorney on behalf of Applicant

Applicant, *pro se*

Attorney/Applicant, *pro se* printed name

Attorney Supreme Court Number, if applicable

Street Address

City, State, Zip Code

E-mail address

Phone number

CERTIFICATION OF APPLICANT
FOR APPOINTMENT AS CIVIL PROCESS SERVER

Under oath or affirmation, I, the individual identified in the application for appointment as a civil process server submitted herewith, do hereby certify that I:

1. Am not less than eighteen years of age;
2. Am not a party to the proceeding, related to a party to the proceeding, and do not have a financial interest in the outcome of the proceeding;
3. Am a United States citizen or a legal resident of the United States;
4. Hold a valid government-issued identification card, passport, or driver's license;
5. Have not been convicted in the last ten years of any felony, offense of violence, or offense involving dishonesty or false statement, and am not currently under community control sanctions, probation, post-release control, or parole;
6. Am not currently a respondent under any civil protection order;
7. Am familiar with the required procedure for service of process; and
8. Will conduct myself in a professional manner.

I further certify that I understand that if an order is issued appointing me as a civil process server, and if during the term of my appointment I no longer satisfy the requirements listed above, my authority to serve process under the order will cease.

OATH OR AFFIRMATION OF APPLICANT

“By signing below, I declare under penalty of law that the above certification is true and correct to the best of my knowledge.”

Date

Applicant