

**IN THE FRANKLIN COUNTY MUNICIPAL COURT  
SMALL CLAIMS DIVISION  
COLUMBUS, OHIO**

\_\_\_\_\_,  
Plaintiff,  
vs. Case No. \_\_\_\_\_ CV \_\_\_\_\_  
\_\_\_\_\_,  
Defendant.

**MOTION FOR APPOINTMENT OF PRIVATE PROCESS SERVER**

Plaintiff moves the court for an order designating \_\_\_\_\_,  
who is over the age of eighteen (18) and is not a party to this case, to make personal service of process  
upon the within named defendant \_\_\_\_\_.

\_\_\_\_\_  
PLAINTIFF SIGNATURE

**MEMORANDUM IN SUPPORT OF THE MOTION**

Rule 4.1 (2) of the Ohio Civil Rules of Procedure authorizes the court to appoint a special process  
server. Plaintiff has been unable to obtain service of process on said defendant, necessitating the use of  
this alternative.

\_\_\_\_\_  
PLAINTIFF SIGNATURE

**ORDER**

It is hereby ordered that \_\_\_\_\_, be appointed as special  
process server for the purpose of effecting service of process in the above captioned case upon defendant  
\_\_\_\_\_.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DUTY JUDGE