

**In the Franklin County Municipal Court  
Columbus, Ohio**

**Administrative Order Number: 05-2023**

**Effective: Forthwith**

Pending amendment of the Court's Local Rules, the Court orders the following. To be appointed as a civil process server pursuant to Civ.R. 4.1(D) and (E), the applicant or an attorney on their behalf shall complete and file with the Clerk of Court an "Application for Appointment as Civil Process Server" and the applicant seeking to be appointed shall sign and file a "Certification of Applicant for Appointment as Civil Process Server." Costs for the application shall be deposited as required by Local Rule 13, Schedule 9.00.

The Clerk shall file the application to the civil case in which it is submitted, or shall initiate a miscellaneous case and file the application to the same, whichever is applicable. The Clerk shall file any subsequent order by the court to the same case.

**Date**

09/16/23

**Mark A. Hummer**

**Administrative and Presiding Judge**