

**IN THE COURT OF COMMON PLEAS  
DIVISION OF DOMESTIC RELATIONS  
BUTLER COUNTY, OHIO**

**IN RE:            THE APPOINTMENT OF    :**  
**STANDING SPECIAL                :**                    **AFFIDAVIT AND ORDER**  
**PROCESS SERVER                 :**

I, \_\_\_\_\_, being first duly sworn and cautioned according to law, state that:

1. I reside at \_\_\_\_\_.  
My telephone number is \_\_\_\_\_.
2. I am eighteen (18) years of age or older.
3. I will not attempt to serve process in any case in which I am a party, counsel for a party, or a relative of any party.
4. I do not have a felony criminal record.
5. I will follow all applicable Local Rules and Ohio Rules of Civil Procedure. I will also obey any specific instructions for service of process as ordered by the Court in individual cases, including: *If a pleading is left with a responsible party who is more than eighteen (18) years of age, then return is as “residential service” and if the pleading is left with the individual to be served, then the return is as “personal service.”*
6. I am going to be acting as an agent of \_\_\_\_\_ or see attached list.

\_\_\_\_\_  
Applicant

Subscribed and duly sworn before me according to law, by the above named applicant this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_, County of \_\_\_\_\_, State of Ohio.

\_\_\_\_\_  
Signature of person administering oath

\_\_\_\_\_  
Title (example: Notary, Deputy Clerk of Courts, etc.)

IN RE:           **THE APPOINTMENT OF  
STANDING SPECIAL  
PROCESS SERVER**

**ORDER**

It appearing to the Court that the applicant has provided all the requested information  
in the affidavit;

The Court, therefore, hereby appoints \_\_\_\_\_  
as a standing special process server. This order expires two years from the date it is filed unless  
modified by the Court.

**IT IS SO ORDERED.**

\_\_\_\_\_  
Judge