

**IN THE COURT OF COMMON PLEAS OF FRANKLIN COUNTY, OHIO
DIVISION OF DOMESTIC RELATIONS AND JUVENILE BRANCH**

Process Server Requests and Requirements

The Supreme Court of Ohio made amendments to Civ.R. 4.1, which now requires that every process server certify the following information as part of a request to serve process:

They are:

- (1) Not less than eighteen years of age;
- (2) Not a party to the proceeding, related to a party to the proceeding, or having a financial interest in the outcome of the proceeding;
- (3) 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) Not convicted in the last ten 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) Not currently a respondent under any civil protection order;
- (7) Familiar with the required procedure for service of process;
- (8) Will conduct themselves in a professional manner.

These requirements apply to both requests to serve process as part of a single case, as well as requests to be designated a Special Process Server (ability to serve process in any case in a specific court for a period of one year).

The Court has available on their website a specific form-Motion and form-Entry to submit when you are requesting to be designated a Special Process Server. You may use your own forms for this; however, if the required information is not included, the Entry designating you as a special process server will not be processed. Requests to be designated a special process server are routed through the Administrative Judge's Secretary, and are reviewed by the legal director to ensure compliance with all rules.

Requests by counsel to designate a process server in an individual case should still be filed by counsel in those cases using their standard pleadings. However, those pleadings must be updated to include the additional requirements in Civ.R. 4.1 outlined above, otherwise they will not be accepted.