

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

**IN RE:**

Case No. \_\_\_\_\_

**MOTION FOR DESIGNATION OF SPECIAL PROCESS SERVER**

Now comes \_\_\_\_\_ [individual name], on behalf of \_\_\_\_\_  
[company name] and moves this Court for an Order appointing them and/or the following named  
individuals to serve process and subpoenas in the Franklin County Court of Common Pleas, Domestic  
Relations Division and Juvenile Branch.

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\_\_\_\_\_ [individual name] certifies that he/she and each of the employees of  
\_\_\_\_\_ [company name] who are requesting to serve process as individually set  
forth above **satisfy the requirements of Civ.R. 4.1(D):**

- (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.

**WHEREFORE**, pursuant to Ohio Civil Rules 4.1, 4.3 and 45(B) and Ohio Juvenile Rules 16(A) and 17(C), \_\_\_\_\_ [individual name] certifies that all individuals requested to serve process herein comply with the outlined requirements, and moves this Court to grant the request for

designation as special process server(s) for a period of one year from the file stamp date on the Order submitted herewith.

Respectfully Submitted,

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Signature

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Name

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Company Name

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Address

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Address

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Email address

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Phone