

**COURT OF COMMON PLEAS  
JUVENILE DIVISION  
CLERMONT COUNTY, OHIO**

**In Re Appointment of:**

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

\_\_\_\_\_  
**As Special Process Server**

**APPLICATION FOR APPOINTMENT  
AS SPECIAL PROCESS SERVER**

Comes now \_\_\_\_\_, pursuant to Local Rule 33 of the Clermont County Juvenile Court and applies for appointment as a Special Process Server for this Court.

An Affidavit in support of this Application is attached hereto and incorporated herein by reference as if fully rewritten. The Applicant is requesting to be appointed as one of the following:

\_\_\_\_\_ a one-time Special Process Server to serve process only in Case No. \_\_\_\_\_

\_\_\_\_\_ a Standing Special Process Server as defined by Local Rule 33(iii).

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

**COURT OF COMMON PLEAS  
JUVENILE DIVISION  
CLERMONT COUNTY, OHIO**

**In Re Appointment of:**

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

\_\_\_\_\_  
**As Special Process Server**

**AFFIDAVIT IN SUPPORT OF  
APPLICATION FOR APPOINTMENT  
AS SPECIAL PROCESS SERVER**

The Affiant, being first duly cautioned and sworn, states as follows:

1. (a) \_\_\_\_\_ This affidavit is made in my individual capacity.  
(b) \_\_\_\_\_ This affidavit is made in my capacity as the authorized agent of:  
\_\_\_\_\_
2. I am not less than 18 years of age;
3. Neither I nor any of the attached individuals are a party to the proceeding, related to a party to the proceeding, or have a financial interest in the outcome of the proceeding;
4. I, (and any other authorized agency of), \_\_\_\_\_ will not attempt to serve process in any case in which I (or any other authorized agent of) \_\_\_\_\_ am/are counsel for any party, a witness, a relative, or an employee of any party. Attached hereto is a list of the other authorized agents of \_\_\_\_\_ which may, from time to time, act as a special process server in accord with this application.
5. I and any of the attached individuals are United States citizens or legal residents of the United States;
6. I and any of the attached individuals hold a valid government-issued identification card, passport or driver's license;
7. Neither I nor any of the attached individuals have been 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;
8. Neither I nor any of the attached individuals are currently a respondent under any civil protection order;
9. I and any of the attached individuals are familiar with the required procedure for service of process;

10. I and any of the attached individuals will conduct themselves in a professional manner.

\_\_\_\_\_  
Applicant's Signature

Sworn to and subscribed in my presence by the Applicant this \_\_\_\_\_ day of 20\_\_\_\_, at \_\_\_\_\_ County, Ohio.

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

\_\_\_\_\_  
(Title: Notary, Deputy Clerk)

AFFIX APPROPRIATE SEAL

## AUTHORIZATION FOR BACKGROUND CHECK

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize this WebCheck Agency (Clermont County Juvenile Court) to submit information to the Ohio Bureau of Criminal Identification and Investigation (BCI&I) to conduct a criminal records check for information relating to me.

I voluntarily and knowingly authorize BCI&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to the WebCheck provider or agency I have designated to receive this information.

I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI&I and their employees from all claims and liability related to this authorized criminal record review and dissemination.

This authorization and waiver is valid for one year from the date this background check was conducted.

Printed Name \_\_\_\_\_

SS# \_\_\_\_\_

DOB \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date