

**IN THE FAIRFIELD COUNTY MUNICIPAL COURT  
LANCASTER, OHIO**

CASE NO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Plaintiff(s)

VS

\_\_\_\_\_

\_\_\_\_\_ Defendant(s)

**MOTION FOR SPECIAL PROCESS SERVER**

Now comes the Plaintiff and hereby moves the Court for an Order authorizing alternative service under the authority given to the Court in Civil Rule 4.12(2). Plaintiff requests the Court to authorize \_\_\_\_\_, to serve as Special Process Server and who is over the age of 18 years old and not a party to the case.

\_\_\_\_\_ Plaintiff

\_\_\_\_\_ Telephone Number

**IN THE FAIRFIELD COUNTY MUNICIPAL COURT  
LANCASTER, OHIO**

CASE NO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Plaintiff(s)

VS

\_\_\_\_\_

\_\_\_\_\_ Defendant(s)

**ORDER DESIGNATING SPECIAL PROCESS SERVER**

Upon Motion of the Plaintiff and pursuant to Ohio Rule 4.1(2), \_\_\_\_\_  
\_\_\_\_\_, is hereby designated and appointed to make service of process on the  
defendant(s) and shall file a return of service with this Court.

\_\_\_\_\_  
Magistrate/Judge

**IN THE FAIRFIELD COUNTY MUNICIPAL COURT  
LANCASTER, OHIO**

\_\_\_\_\_

Plaintiff(s)

VS

CASE NO: \_\_\_\_\_

\_\_\_\_\_

Defendant(s)

**AFFIDAVIT IN SUPPORT OF MOTION AND ORDER TO APPOINT PROCESS SERVER**

STATE OF OHIO,  
COUNTY OF FAIRFIELD, SS:

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

1. I reside at \_\_\_\_\_.  
My telephone number is \_\_\_\_\_.  
My e-mail address is \_\_\_\_\_.

2. I am eighteen (18) years of age or older;
3. I am not a party to the case, I am not related to a party in the case, and I have no financial interest in the outcome of the case;
4. I am a United States citizen or a legal resident of the United States;
5. I hold a valid government-issued identification card, passport, or driver's license;
6. I have not been convicted in that last ten years of any felony, offense of violence, or offense involving dishonesty or false statement, and I am not currently under community control sanctions, probation, post-release control or parole;
7. I am not currently a respondent under any civil protection order;
8. I am familiar with the procedure for service of process and will follow all applicable Local Rules and Ohio Rules of Civil Procedure and specific instructions for service of process as ordered by the court in individual cases;
9. I will conduct myself in a professional manner.

\_\_\_\_\_  
Signature of Affiant

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public