APPENDIX A (LOCAL RULE 3.04)

IN THE COURT OF COMMON PLEAS
BUTLER COUNTY, OHIO

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

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

1. I reside at _____.
My telephone number is _____.

2. I am 18 years of age or older.

3. I am a United States citizen or a legal resident of the United States, and hold a valid government-issued identification card, passport, or driver's license.

4. 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, or in which I have a financial interest in the outcome.

5. I do not have a felony criminal record, and I am not currently a respondent under any civil protection order.

6. I am familiar with the required procedure for service of process, and will carry out the duties of a process server in a professional manner.

7. 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 16 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."*

8. I am going to be acting as an agent of _____.