IN THE COURT OF COMMON PLEAS
CUYAHOGA COUNTY, OHIO

IN RE:	)	**JUDGE**
	)	
APPLICANT NAME	)	**CASE NO.**
APPLICANT ADDRESS	)	
APPLICANT PHONE NUMBER	)	**ORDER FOR THE STANDING**
	)	**APPOINTMENT OF SPECIAL**
	)	**PROCESS SERVER(S)**

This matter came to be heard on _____, upon Application of (Applicant Name) for an Appointment of Special Process Server(s). Upon consideration of said Application, the Court finds the Application to be well-taken and hereby granted.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED, that (Applicant Name) (agents and/or employees) listed below, each being not less than 18 years of age, (is)(are) hereby appointed special process server(s) in any case where (he)(she) is not a party, to serve process within Cuyahoga County.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED, that the authority of the Special Process Server(s) is limited solely to Summons and Complaints, Pleadings pursuant to Civil Rule 7(A), Notary Subpoenas, and Subpoenas pursuant to Civil Rule 4.5.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED, that this appointment shall be in effect from _____ to _____, or until further order of Court.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED, that the Clerk of Courts shall record this appointment on the Court's Docket and shall retain the original Application and Order; that in all cases hereinafter, the Clerk of Courts shall accept a time-stamped copy of this Order as satisfying the requirements of the Ohio Rules of Civil Procedure as this Court's designation of (Applicant Name) (agents and/or employees) as special process server(s) authorized to serve process in Cuyahoga County.

The following individual(s) is/are appointed Special Process Server(s) in accordance with this order:

1. **(APPOINTED PROCESS SERVER)**
2. **(APPOINTED PROCESS SERVER)**
3. **(APPOINTED PROCESS SERVER)**
4. **(APPOINTED PROCESS SERVER)**
5. **(APPOINTED PROCESS SERVER)**

SO ORDERED.

_____ _____

DATE **Administrative Judge**
Cuyahoga Court of Common Pleas, General Division