

IN THE COURT OF COMMON PLEAS  
LAKE COUNTY, OHIO  
GENERAL DIVISION

IN RE: STANDING SPECIAL PROCESS SERVER [LAKE CO.C.P.R. 3.02(B)] ) AMENDMENT OF LOCAL RULES:  
JOURNAL ENTRY

The division determines that there is an immediate need to amend Lake Co. C.P.R. 3.02(B), which is adopted without prior notice and opportunity for comment, but the division promptly will afford notice and opportunity for comment, pursuant to Sup.R. 5. The division hereby amends the rule as follows:


3.02(B) STANDING SPECIAL PROCESS SERVER. An individual, or agent of a legal organization, may apply to be a "Standing Special Process Server" for civil cases by filing an application in accordance with this rule.

- (1) The application shall be supported by the following information in affidavit form:
  - (a) Not less than eighteen years of age;
  - (b) Not a party to the proceeding, related to a party to the proceeding, or having a financial interest in the outcome of the proceeding;
  - (c) A United States citizen or a legal resident of the United States;
  - (d) Hold a valid government-issued identification card, passport, or driver's license;
  - (e) 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;
  - (f) Not currently a respondent under any civil protection order;
  - (g) Familiar with the required procedure for service of process;
  - (h) Will conduct themselves in a professional manner.
- (2) The applicant shall submit a judgment entry to a judge captioned "In re: Appointment of \_\_\_\_\_ [insert name] \_\_\_\_\_ As Standing Special Process Server" and stating, "It appearing to the court that \_\_\_\_\_ [applicant's name] \_\_\_\_\_ has complied with the provisions of Lake Co.C.P.R. 3.02(B), the court hereby appoints \_\_\_\_\_ [applicant's name] \_\_\_\_\_ as a Standing Special Process Server authorized to make service of process in all civil cases filed in the general division of this court for a period of one year after this judgment entry is signed and filed." If \_\_\_\_\_ [applicant's name] fails to satisfy the requirements set forth under Lake Co.C.P.R. 3.02(B) during the period of appointment, the authority to serve process under this order shall cease.
- (3) A separate application and judgment entry shall be required for each person seeking appointment as a "Standing Special Process Server."
- (4) The clerk of court shall record such appointment and retain the original application and judgment entry in a single file.
- (5) In any case filed thereafter, the clerk of court shall accept a time stamped copy of the appointing judgment entry as satisfying the requirements of Civ.R. 4.1(B) for designation by this court of a person eligible to make service of process.

- (6) All affidavits and orders appointing standing special process servers shall expire one year from the date of filing.
- (7) A legal organization whose agent is a standing special process server shall not represent or advertise that it is the court's official process server.
- (8) The fee for filing the affidavit and order is twenty-five dollars (\$25.00), which shall be paid into and applied to Common Pleas Court General Division Special Project No. 1.

IT IS SO ORDERED.

  
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JUDGE VINCENT A. CULOTTA

  
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JUDGE JOHN P. O'DONNELL  
Administrative Judge

  
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JUDGE JEFFREY W. RUPLE

  
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JUDGE PATRICK J. CONDON  
Presiding Judge