

Rule 37 Special Process Servers

A. Standing Orders for Special Process Server

Persons requesting a standing order to be appointed as a "Special Process Server" must file an application with this Court supported by an affidavit. The procedure is as follows:

- 1) The application must include the name, address, and telephone number of the applicant.
- 2) The applicant agrees not to accept service of process in any case(s) wherein he/she is named as a party or counsel for the party.
- 3) The applicant agrees to follow Civil Rules 4 through 4.6 and any applicable local rules or procedure set forth in this Court.
- 4) The applicant must be eighteen years of age or older.
- 5) The application must be filed at the Clerk's Office and the applicant must pay the appropriate filing fee.
- 6) The order shall be signed by the Administrative Judge and filed with the Clerk of Court's Office.
- 7) The Clerk's Office shall retain the original application and order and maintain a log of all standing orders.
- 8) The appointment will remain in effect for one (1) year, and the applicant must re-apply annually.

B. Motion to be Appointed as a Special Process Server

Persons requesting to be appointed as a "Special Process Server" in a specific case must file a motion in the Clerk's Office, and the procedure is as follows:

- 1) The applicant must agree not to accept service of process in any case(s) whereas he/she is named as a party or counsel for the party.
- 2) The applicant agrees to follow Civil Rules 4 through 4.6 and any applicable local rules or procedure set forth in this Court
- 3) The applicant must pay a filing fee when filing the motion.
- 4) The individual jurist assigned to the case will sign the order and file same in the Clerk's Office for journalization.

- 5) Once the order has been journalized, the Clerk's Office will prepare the summons, notice, pleading, etc. to be served.
- 6) The Special Process Server will pick-up service information and, if necessary, documentation desired to be served from the Clerk's Office.
- 7) The Special Process Server will file the return service in the Clerk's Office.

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