

2006 DEC -4 PM 4: 04

GENERAL ORDER NO. 2006-25

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF OHIO

Authorizing the Clerk's Office  
to Accept Service of Process

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ORDER NO. 2006-25

At the regular meeting of judges on October 10, 2006, the Court agreed to adopt a streamlined process for accepting service of process on behalf of Judicial Officers and the Clerk of Court of the U.S. District Court for the Northern District of Ohio being sued in their official capacity.

Effective January 1, 2007, the Court hereby authorizes the Clerk's Office to accept service of process on behalf of the District and Magistrate Judges of this Court (Judicial Officers), the Clerk of Court, and all other Court employees, in cases in which they are being sued in matters arising out of their official duties and responsibilities, unless the Judicial Officer, Clerk of Court or Court employee instructs otherwise.

The acceptance of service will be entered in a log maintained by the Clerk of Court or Chief Deputy Clerk and the summons and complaint will be immediately provided to the Judicial Officer, Clerk of Court, or Court employee.

Service must comply with other requirements of Fed. R. Civ. P. 4, including but not limited to, personal delivery of a copy of the summons and complaint to the United States Attorney for the Northern District of Ohio, or by sending a copy of the summons and complaint by registered or certified mail to the United States Attorney for the Northern District of Ohio.

**IT IS SO ORDERED.**

For the Court



James G. Carr  
Chief Judge  
United States District Court