

8.13 Legal Process

ADMINISTRATION

STANDARD 8.13 The agency requires that information regarding each item of legal process, including warrants, civil and/or criminal, is recorded. A record of attempts to serve each legal process document is maintained.

This information must include, but not be limited to the following elements (when applicable):

- A. Date and time received;
- B. Type of legal process (civil or criminal);
- C. Nature of document;
- D. Source of document;
- E. Name of plaintiff/complainant or name of defendant/ respondent;
- F. Officer assigned for service;
- G. Date of assignment;
- H. Court docket number, and;
- I. Date service due.

Compliance Verification Strategies

Assessors may seek to verify agency compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. Review copies of records, reports, or logs used to record service.
2. Interview(s) with personnel responsible for serving legal process to verify their knowledge of and compliance to the standard.