Board of County Commissioners

Leon County, Florida

Policy No. 04-___

Title:	Service of Process of Summonses and Subpoenas
Date Adopted:	February 24, 2004
Effective Date:	February 25, 2004
Reference:	N/A
Policy Superseded:	None

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Summonses for Leon County, Florida, Commissioners and Board Employees
The County Attorney, or his designee, is hereby authorized to accept service on behalf of Leon County, Florida; individual Commissioners in their capacity of County Commissioner; and Board employees in their capacity of Board employee.

Subpoenas for Commissioners
The County Attorney, or his designee, is hereby authorized to accept service on behalf of individual Commissioners in their capacity of Leon County Commissioner.

Subpoenas for Board Employees
Subpoenas directed to individual Board employees in their capacity of Board employee shall be served on said employee, and said employee shall then immediately deliver the subpoena to the County Attorney's Office for further direction.

Personal Matters
This policy does not apply to accepting service for County Commissioners or Board employees on their personal matters.