

**GRAYS HARBOR COLLEGE**  
**Administrative Procedure**

**Subject: SERVICE OF COURT DOCUMENTS TO COLLEGE EMPLOYEES**

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**Administrative Procedure Number: 613.10**

**Date adopted: 11/18/96 Revised: 3/18/07**

Legislation passed in the 1996 legislative session (SSB 5167) authorized the service of court documents (e.g., a summons) at an individual's "place of employment." The new law also requires that a second copy of the papers be mailed (first-class) by the server to the recipient's place of employment. The purpose of this administrative procedure is to define the office procedure for handling court documents served at Grays Harbor College.

1. When process servers come to the college during normal business hours - 8:00 a.m. to 5:00 p.m. Monday through Friday except holidays - they should be directed to the person on whom the papers are being served, if that person can be immediately located.
2. If the person to be served is not immediately located, then papers should be left with one of the following employees:
  - a. Chief Human Resource Officer or others designated by the President.

If any of the above designees receives papers from a process server, their responsibility is (1) to give the papers to the intended recipient, or (2) to notify the recipient by telephone that the papers were received and where they can be obtained.