
Board Policy



Service of Process

Purpose

To define who is authorized to receive service of process on behalf of the Pierce County Library System and on behalf of Library employees acting in their official capacity.

Definitions

Service of process includes a summons, complaint, subpoena, court order, discovery request, and any other formal legal process.

Policy

Service of process shall be served on the Pierce County Library System Executive Director, Deputy Director, or Executive Assistant at the Administrative Center and Library during regular business hours.

No other employee, representative, or other person associated with the Library System is authorized as a statutory agent to accept service of process on behalf of the Library System or Library System employees.

This policy shall apply to all service of process in regard to a lawsuit against, enjoining, or involving the Library System, or regarding any Library employee, whether civil or employment related, as an expert on or for information concerning the Library.

The Executive Director may delegate authority to designees and is responsible for establishing Administrative Procedures necessary to carry out this policy.

Adopted by the Pierce County Rural Library District Board of Trustees, June 11, 1987.

First Revision: July 10, 1997.

Second Revision: December 11, 2019.