

County Attorney's Office  
**Rules for Acceptance of Service**

- The County Attorney's Office cannot accept service of subpoenas to testify/appear. Those must be served upon the individual who is to appear.
- The County Attorney's Office can only accept service of Complaints/Summonses for current employees and elected officials.
- The County Attorney's Office will not accept service for "John Doe," "Jane Doe," or "Unknown" employees.
- The County Attorney's Office can only accept service for employees in matters related to the employee's official duties. For example, the County Attorney's Office will not accept service in domestic relations cases.
- The County Attorney's Office cannot provide home address or other contact information for current or former employees.
- The County Attorney's Office can accept service of Complaints/Summonses for the following:
  - The Board of County Commissioners.
  - Any employee or Department Director who works for County departments that report to the Board of County Commissioners.
  - The Treasurer, the Treasurer's Office, and employees in the Treasurer's Office.
  - The Assessor, the Assessor's Office, and employees in the Assessor's Office.
  - The Clerk & Recorder, the Clerk & Recorder's Office, and employees in the Clerk & Recorder's Office.
  - The Sheriff, the Sheriff's Office, and employees in the Sheriff's Office.
  - The Coroner, the Coroner's Office, and employees in the Coroner's Office.
- The County Attorney's Office will not accept service for:
  - The Public Trustee, Public Trustee's Office, or employees of the Public Trustee.
  - The District Attorney, District Attorney's Office, or employees of the District Attorney.
  - Any contractor of the County (including contract employees working at County facilities).
- Questions regarding service of process can be directed to Heidi Miller, Deputy County Attorney, 720-523-6116.