



LARAMIE COUNTY GOVERNMENT

TITLE Court Service of Process	APPROVAL DATE 08/15/1995
SECTION Workplace Expectations	REVISION DATE 12/20/2016

Wyoming Statute 18-2-110 provides that in all proceedings against the County, process shall be served upon the Board of County Commissioners or any member thereof. Service of Process refers to the writs, warrants, summons, subpoenas and other orders of judicial officers, served commonly as hand delivered, or certified mail, to the person being served. Summons are served at the commencement of a suit and are a notice to the person that he/she has been sued and that he/she has a right to appear and defend. A subpoena can be issued anytime and is a command to the person to appear and give testimony and/or produce documents.

- Employees should not accept service of process on behalf of Laramie County, or any County officer, deputy or employee, unless specifically authorized by the County Commissioners or County Attorney; nor should an employee accept service of process by registered or certified mail addressed to other persons. Neither should any process server be allowed to leave a process with an employee for delivery or pick up by the County employee named.
- If a process server arrives at the workplace, the employee should notify the supervisor, who should ask the person to be served to come forward.
- The process server should not be hindered from accomplishing delivery of process. If an employee is served with process as the person named, or is unable to avoid being served with a process on someone else, that employee should immediately notify the person named, the employee's Elected Official, Department Director or Manager, the County Attorney, and the Risk Manager if pertaining to Laramie County. The process should be hand delivered as soon as possible.