



DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 237	SERVICE OF CIVIL AND CRIMINAL PROCESS	
	Effective: 04/21/2011	Commissioner Approval: 
	Authorities: <a href="#">AS 09.05; AS 09.35; AS 09.38; AS 18.66; AS 47.47.12; AS 47.24; AS 47.30; 13 AAC 67; ALASKA RULES OF COURT</a>	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
	Special Instructions: Click here to enter text.	

### 237.100 INTRODUCTION

This chapter establishes policy pertaining to the department's civil and criminal process serving activities.

### 237.300 DEPARTMENT STANDARDS

All internal activities regarding process serving shall be tracked through APSIN Client and Report Manager.

### 237.310 ASSISTANCE TO CIVILIAN PROCESS SERVERS

Civil Rule 4(c)(3) of the Alaska Rules of Court states a civilian process server must secure a peace officer's assistance when physical resistance or obstruction of service may occur. If Department personnel determine such assistance is warranted, the person requesting service must consent to service by the Department before it will be accepted. The process and all required service fees must be turned over to the Department.

### 237.320 PREPARATION FOR SERVICE

**A. Service directions required.** The person requesting service must complete a [Service Direction](#) form to provide information on the documents, person to be served, and location of service. Service directions are not required for subpoenas, *criminal warrants*, or *criminal summons*. Each service directions form is for service of one individual or entity.

Service directions are retained after service as well a copy of the receipt of payment detailed in 237.320 B (below).

**B. Receipts for fees collected.** Service fees and extraordinary charges incurred in effecting service, i.e., aircraft charter, extended per diem, use of boats, excess mileage or hours, etc., are collected from the person requesting the service **prior to attempting service**. A receipt shall be provided to the requestor for their records.

1. A separate receipt is written for each court case number, regardless of how the fee is collected, or how many services are to be completed.

Example: A \$105.00 check is collected for three different cases, each having a charge of \$35.00. Three separate receipts are written, one for each case with

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the amount charged (in this case \$35.00) written on the receipt. The total of the receipt amounts must equal the total amount of moneys collected. **ONLY ONE CASE NUMBER PER RECEIPT.**

2. The original receipt generated from Report Manager shall be given to the requestor. A copy of the receipt shall be retained in the generating JS unit and the final copy shall accompany the check for submission to DAS Fiscal Office.

**C. *Computer tracking of process – APSIN Client and Report Manager.***

1. JS personnel are responsible for data entry of information derived from either the court records or a service direction.
2. Face sheets are generated that provide information to the server.
3. Process servers shall update the computer systems to reflection action taken.

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**237.330 ACCOUNTING RESPONSIBILITY**

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The Judicial Services Unit shall process all checks and accompanying receipt to DAS fiscal for departmental accounting.