

LEGAL NOTICE AND DOCUMENT SERVICE STANDARD OPERATING PROCEDURES

In order to have a document served please following the procedures as outlined below.

1. Fax a copy of the document to be served to (800) 793-9431.
2. The Officer closest to the community will be assigned the task of serving the document upon the resident.
3. The Officer will come to your office and pick up the original document plus one copy.
4. The Officer will serve the personally named resident or leave the copy at the door, if appropriate.
5. The Officer will complete the affidavit of service on both copies of the document.
6. The Officer will return the original document to your office and fax a copy to Curtis Headquarters.
7. Your daily Incident Report will advise you that the assignment was completed.