

**Board of County Commissioners  
Leon County, Florida**

**Policy No. 04-1**

Title: Service of Process of Summonses and Subpoenas

Date Adopted: July 11, 2017

Effective Date: July 11, 2017

Reference: Chapter 48, Florida Statutes

Policy Superseded: Policy No. 04-1 adopted February 24, 2004

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 04-1 adopted by the Board of County Commissioners on February 24, 2004 is hereby amended, and a new revised policy adopted in its place, to wit:

Summonses for Leon County, Florida, Commissioners and Board Employees

The County Attorney, or his designee, is hereby authorized to accept service on behalf of Leon County, Florida; individual Commissioners in their capacity of County Commissioner; and Board employees in their capacity of Board employee.

Subpoenas for Commissioners

The County Attorney, or his designee, is hereby authorized to accept service on behalf of individual Commissioners in their capacity of Leon County Commissioner.

Subpoenas for Board Employees

Subpoenas directed to individual Board employees in their capacity of Board employee shall be served on said employee, and said employee shall then immediately deliver the subpoena to the County Attorney's Office for further direction.

Personal Matters

This policy does not apply to accepting service for County Commissioners or Board employees on their personal matters.

Designated Space for Service

When contacted by either an individual authorized to serve process or by an employee expecting to be served, the supervisor of the employee to be served shall allow the authorized individual to serve the employee in a private work area designated by the supervisor.