

# ADMINISTRATIVE PROCEDURES



Procedure Number: 4-3

Effective Date: 12/17/1992

Revision Date: 07/01/2003

*C. D. [Signature]*  
County Administrator

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SUBJECT: **RECEIPT OF SUBPOENAS AND COMPLAINTS**

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DEPARTMENT RESPONSIBLE: **Clerk of the Board of Supervisors**

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## I. STATEMENT

### A. Summons and Complaints -

Summons and complaints naming Pima County as defendant *must be served upon the Clerk of the Board of Supervisors*. No other person should accept a summons addressed to the County.

Summons and complaints naming County officials or County employees as defendants *must be served upon the individual named* in the summons and are not to be accepted by anyone else. However, if service upon such person is attempted at that person's dwelling, service can be obtained by leaving copies of the documents with a person of suitable age and discretion residing there.

### B. Subpoenas -

Subpoenas must be served upon the person being subpoenaed and should be accepted by no other person.

### C. A copy of all summons and complaints naming Pima County, County officials and/or County employees as defendants in relation to County business or their position with regards to County employment will be forwarded to the Chief Civil County Attorney for review, advice and action.