

SUPPORT SERVICES DIVISION	
STEFFANI EBERT	
Procedural Order	

To: WCSO Staff
From: Steffani Ebert
CC:
Date: 15-July-2013
Re: Civil Service Process to Incarcerated Individuals *AMENDED* **#13.05**

There are several times Ex Partes and other various civil papers are sent by the court via mail or fax to be served to someone incarcerated in our correctional facility.

In such cases, the following procedure shall be followed:

- When a civil paper is received by Civil Section staff, the paper stamped with the current time and date.
- The civil clerk shall search the Jail Management System (JMS) to determine if the individual is housed in our facility.
- If the individual is in our facility, the civil clerk shall contact the Jail Investigations Section for notification that a civil paper has been processed and is ready to be served to an inmate.
- The civil clerk shall place a detainer in the JMS system, indicating the paper needs to be served prior to the inmate's release.
- Once the paper is served, the detainer in the JMS shall be released and the deputy shall return the Return of Service to the Civil area, noting the date and time of the service, along with his full name.