



**SECTION 3. COUNTY ADMINISTRATION**

**3.40 SERVICE OF PROCESS**

**A. PURPOSE.** The Seminole County policy on Service of Process upon public agencies shall be accomplished by serving the Chairman of the Board of County Commissioners or, in his/her absence, the Vice-Chairman or, in his/her absence, any other Commissioner. The County Manager may also accept service of process or, in his/her absence, the Deputy County Manager or Assistant County Manager may accept service of process of cases filed against the County or the Board.

The County Attorney shall not raise the issue of defective service of process when the County Manager, Deputy County Manager or Assistant County Manager accepts service of process. Upon acceptance of service of process the documents served shall immediately be provided to the County Attorney for appropriate action.

**B. AUTHORITY.** Resolution 96-R-96 adopted April 23, 1996  
Resolution 2007-R-42 adopted March 13, 2007