

**IN THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI AT  
KANSAS CITY**

**In Re: COVID-19 Private Process Servers**

**ADMINISTRATIVE ORDER 2020-087**

**ORDER APPOINTING PRIVATE PROCESS SERVERS  
FOR SERVICE AT THE JACKSON COUNTY DETENTION CENTER**

This order amends Administrative Order No. 2020-070.

**WHEREAS**, the existence and spread of the COVID-19 has resulted in the declaration of a world- wide pandemic; and

**WHEREAS**, it is appropriate and necessary to take action to reduce the possibility of exposure to COVID-19 and to reduce the spread of COVID-19 creating this emergency; and

**WHEREAS**, countless governmental entities and private businesses have implemented numerous immediate actions and modifications to their normal course of business; and

**WHEREAS**, one of the actions taken by Jackson County, Missouri is severely restricting access to the Jackson County Detention Center (JCDC). This restriction includes denying access by members of the staff of the Court's Department of Civil Process, thereby eliminating the ability of the Process Servers who normally serve process to individuals incarcerated in the JCDC from completing that service; and

**WHEREAS**, it is imperative to take steps to protect the health and safety of all employees of the 16<sup>th</sup> Judicial Circuit, as well as of individuals both working at and housed within the JCDC, while also balancing the rights of all said individuals and parties to litigation; and

**WHEREAS**, the unprecedented circumstances existing at this time warrant this administrative action; and

**WHEREAS**, the Director of the Department of Corrections for Jackson County Diana Turner has provided the Court with affidavits from seven (7) individual Corrections Officers for the JCDC who are qualified to serve process, and who would be available to serve process on individuals incarcerated in the JCDC during the pendency of the pandemic; and

**WHEREAS**, on this date, the Court sua sponte finds that Christopher M. Wolfe, Kiva L. Hill, Craig A. Braden, Michael R. Webb, Jason E. Hays, Rebecca A. White and Lemuel L. Smith are qualified to serve process in matters where service of process has been ordered and it is determined that the party to be served is incarcerated in the JCDC. Affidavits from each of these individuals containing the information required by Local Rule 4.9 and attesting to such qualifications are attached and incorporated as Exhibit A.

**IT IS THEREFORE ORDERED**, effective immediately and continuing through June 30, 2020, unless modified prior to such date, that Christopher M. Wolfe, Kiva L. Hill, Craig A. Braden, Michael R. Webb, Jason E. Hays, Rebecca A. White, and Lemuel L. Smith are hereby appointed as private process servers specifically and solely for the purpose of serving process, which would otherwise be served by members of the staff of the Court's Department of Civil Process, to parties incarcerated in the JCDC.

**IT IS SO ORDERED.**

May 26, 2020

Date



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David M. Byrn  
Presiding Judge

CC:

All Judges of the 16<sup>th</sup> Judicial Circuit  
Mary Marquez, Court Administrator  
Diana Turner, Director, Jackson County Department of Corrections  
Theresa Byrd, Deputy Court Administrator  
Tracy Smedley, Deputy Court Administrator  
Angela Werkowitch, Director, Department of Civil Records  
Jack Foster, Director, Department of Civil Process  
Scott Brinkman, Legal Counsel  
Lori Stipp, Juvenile Officer & Director, Legal Services

**AFFIDAVIT FOR APPOINTMENT AS A PRIVATE PROCESS SERVER**

CASE NO. \_\_\_\_\_

**Process Server's Information:**

Legal Name: Christopher M. Wolfe

Current Address: 1300 Cherry St. Kansas City, MO 64106

Occupation and Employer: Corrections Officer Jackson County Detention Center

Telephone Number: 816 881 4227

I, Christopher M. Wolfe, being duly sworn under oath and penalty of perjury  
(Name of Process Server)

do hereby state that I meet the following qualifications:

(Indicate with initials each qualification that applies)

- I am at least eighteen (18) years of age;
- I am a citizen of the United States;
- I have a high school diploma or equivalent;
- I have not plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;
- I am not a fugitive from justice or currently charged with a felony or a misdemeanor involving moral turpitude;
- I am not related to or employed by a party in the action;
- I am of good moral character;
- I will not serve process in any jurisdiction unless I am authorized by law to serve process within the jurisdiction where such service is made; and
- I have not been disqualified by any Court to act as a process server within the preceding twelve (12) months.

*Christopher M. Wolfe*  
Process Server's Signature

STATE OF MISSOURI )  
COUNTY OF JACKSON ) SS.

Subscribed and sworn to before me on 8-22-2020



OKWUCHUKWU D. ODIGWE  
My Commission Expires  
December 14, 2020  
Jackson County  
Commission #18746261

*Okwuchukwu D. Odigwe*  
Notary Public

My Commission Expires: 12-14-2020

Note: It is a Class A Misdemeanor to make a false affidavit for the purpose of misleading a public servant. Section 575.050 RSMo

**AFFIDAVIT FOR APPOINTMENT AS A PRIVATE PROCESS SERVER**

CASE NO. \_\_\_\_\_

**Process Server's Information:**

Legal Name: Kiva L. Hill

Current Address: 1300 Cherry St. Kansas City, MO 64106

Occupation and Employer: Corrections Officer Jackson County Detention Center

Telephone Number: 816-881-4221

I, Kiva L. Hill, being duly sworn under oath and penalty of perjury  
(Name of Process Server)

do hereby state that I meet the following qualifications:

(Indicate with initials each qualification that applies)

- I am at least eighteen (18) years of age;
- I am a citizen of the United States;
- I have a high school diploma or equivalent;
- I have not plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;
- I am not a fugitive from justice or currently charged with a felony or a misdemeanor involving moral turpitude;
- I am not related to or employed by a party in the action;
- I am of good moral character;
- I will not serve process in any jurisdiction unless I am authorized by law to serve process within the jurisdiction where such service is made; and
- I have not been disqualified by any Court to act as a process server within the preceding twelve (12) months.

[Signature]  
Process Server's Signature

STATE OF MISSOURI )  
COUNTY OF JACKSON ) SS.

Subscribed and sworn to before me on 4-8-2020



OKWUCHUKWU D. ODINIGWE  
My Commission Expires  
December 14, 2020  
Jackson County  
Commission #16746261  
My Commission Expires: 12-14-2020  
[Signature]  
Notary Public

Note: It is a Class A Misdemeanor to make a false affidavit for the purpose of misleading a public servant. Section 575.050 RSMo

**AFFIDAVIT FOR APPOINTMENT AS A PRIVATE PROCESS SERVER**

CASE NO. \_\_\_\_\_

**Process Server's Information:**

Legal Name: Craig A. Braden

Current Address: 1300 Cherry St. Kansas City, MO 64106

Occupation and Employer: Corrections Officer Jackson County Detention Center

Telephone Number: 816-881-4227

I, Craig A. Braden, being duly sworn under oath and penalty of perjury  
(Name of Process Server)

do hereby state that I meet the following qualifications:

(Indicate with initials each qualification that applies)

- I am at least eighteen (18) years of age;
- I am a citizen of the United States;
- I have a high school diploma or equivalent;
- I have not plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;
- I am not a fugitive from justice or currently charged with a felony or a misdemeanor involving moral turpitude;
- I am not related to or employed by a party in the action;
- I am of good moral character;
- I will not serve process in any jurisdiction unless I am authorized by law to serve process within the jurisdiction where such service is made; and
- I have not been disqualified by any Court to act as a process server within the preceding twelve (12) months.

Craig A. Braden  
Process Server's Signature

STATE OF MISSOURI )  
COUNTY OF JACKSON ) SS.

Subscribed and sworn to before me on 4-8-2020



OKWUCHUKWU D. ODINIGWE  
My Commission Expires  
December 14, 2020  
Jackson County  
My Commission Expires: 12-14-2020  
Notary Public

Note: It is a Class A Misdemeanor to make a false affidavit for the purpose of misleading a public servant. Section 575.050 RSMo

**AFFIDAVIT FOR APPOINTMENT AS A PRIVATE PROCESS SERVER**

CASE NO. \_\_\_\_\_

**Process Server's Information:**

Legal Name: Michael R. Webb  
Current Address: 1300 Cherry St. Kansas City, MO 64106  
Occupation and Employer: Corrections Officer Jackson County Detention Center  
Telephone Number: 816-881-4227

I, Michael R. Webb, being duly sworn under oath and penalty of perjury  
(Name of Process Server)

do hereby state that I meet the following qualifications:

(Indicate with initials each qualification that applies)

- I am at least eighteen (18) years of age;
- I am a citizen of the United States;
- I have a high school diploma or equivalent;
- I have not plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;
- I am not a fugitive from justice or currently charged with a felony or a misdemeanor involving moral turpitude;
- I am not related to or employed by a party in the action;
- I am of good moral character;
- I will not serve process in any jurisdiction unless I am authorized by law to serve process within the jurisdiction where such service is made; and
- I have not been disqualified by any Court to act as a process server within the preceding twelve (12) months.

Michael R. Webb  
Process Server's Signature

STATE OF MISSOURI )  
COUNTY OF JACKSON ) SS.

Subscribed and sworn to before me on 4-8-2020



OKWUCHUKWU D. ODINIGWE  
My Commission Expires  
December 14, 2020  
Jackson County  
Commission #18746261  
My Commission Expires:

Okwuchukwu D. Odigwe  
Notary Public  
12-14-2020

Note: It is a Class A Misdemeanor to make a false affidavit for the purpose of misleading a public servant. Section 575.050 RSMo

**AFFIDAVIT FOR APPOINTMENT AS A PRIVATE PROCESS SERVER**

CASE NO. \_\_\_\_\_

**Process Server's Information:**

Legal Name: Jason E. Hays

Current Address: 1300 Cherry St. Kansas City, MO 64106

Occupation and Employer: Corrections Officer Jackson County Detention Center

Telephone Number: 816-881-4227

I, Jason E. Hays, being duly sworn under oath and penalty of perjury  
(Name of Process Server)

do hereby state that I meet the following qualifications:


(Indicate with initials each qualification that applies)

- I am at least eighteen (18) years of age;
- I am a citizen of the United States;
- I have a high school diploma or equivalent;
- I have not plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;
- I am not a fugitive from justice or currently charged with a felony or a misdemeanor involving moral turpitude;
- I am not related to or employed by a party in the action;
- I am of good moral character;
- I will not serve process in any jurisdiction unless I am authorized by law to serve process within the jurisdiction where such service is made; and
- I have not been disqualified by any Court to act as a process server within the preceding twelve (12) months.

Jason Hays  
Process Server's Signature

STATE OF MISSOURI )  
COUNTY OF JACKSON ) SS.

Subscribed and sworn to before me on 4-8-2020

 OKWUECHUKWU D. ODIGWE  
My Commission Expires  
December 14, 2020  
Jackson County  
Commission #16746261

My Commission Expires: 4-8-2020

**Note: It is a Class A Misdemeanor to make a false affidavit for the purpose of misleading a public servant. Section 575.050 RSMo**

**AFFIDAVIT FOR APPOINTMENT AS A PRIVATE PROCESS SERVER**

CASE NO. \_\_\_\_\_

**Process Server's Information:**

Legal Name: Rebecca A. White

Current Address: 1300 Cherry St. Kansas City, MO 64106

Occupation and Employer: Corrections Officer Jackson County Detention Center

Telephone Number: 816-881-4227

I, Rebecca A. White, being duly sworn under oath and penalty of perjury  
(Name of Process Server)

do hereby state that I meet the following qualifications:

(Indicate with initials each qualification that applies)

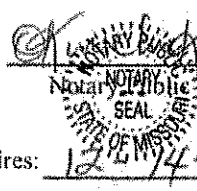
- I am at least eighteen (18) years of age;
- I am a citizen of the United States;
- I have a high school diploma or equivalent;
- I have not plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;
- I am not a fugitive from justice or currently charged with a felony or a misdemeanor involving moral turpitude;
- I am not related to or employed by a party in the action;
- I am of good moral character;
- I will not serve process in any jurisdiction unless I am authorized by law to serve process within the jurisdiction where such service is made; and
- I have not been disqualified by any Court to act as a process server within the preceding twelve (12) months.

Rebecca A. White  
Process Server's Signature

STATE OF MISSOURI     )  
COUNTY OF JACKSON    ) SS.

Subscribed and sworn to before me on

4-8-2020

 Kristy B. Cook  
 My Commission Expires December 14, 2020  
 Jackson County  
 Commission # 16746281

My Commission Expires: 12-14-2020

Note: It is a Class A Misdemeanor to make a false affidavit for the purpose of misleading a public servant. Section 575.050 RSMo



**AFFIDAVIT FOR APPOINTMENT AS A PRIVATE PROCESS SERVER**

CASE NO. \_\_\_\_\_

**Process Server's Information:**

Legal Name: Lemuel L. Smith

Current Address: 1300 Cherry St. Kansas City, MO 64106

Occupation and Employer: Corrections Officer Jackson County Detention Center

Telephone Number: 816-881-4227

I, Lemuel L. Smith, being duly sworn under oath and penalty of perjury  
(Name of Process Server)

do hereby state that I meet the following qualifications:

(Indicate with initials each qualification that applies)

- I am at least eighteen (18) years of age;
- I am a citizen of the United States;
- I have a high school diploma or equivalent;
- I have not plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;
- I am not a fugitive from justice or currently charged with a felony or a misdemeanor involving moral turpitude;
- I am not related to or employed by a party in the action;
- I am of good moral character;
- I will not serve process in any jurisdiction unless I am authorized by law to serve process within the jurisdiction where such service is made; and
- I have not been disqualified by any Court to act as a process server within the preceding twelve (12) months.

*Lemuel L. Smith*

Process Server's Signature

STATE OF MISSOURI )  
COUNTY OF JACKSON ) SS.

Subscribed and sworn to before me on

*Okwuchukwu D. Odinigwe (4-8-2020)*



OKWUCHUKWU D. ODINIGWE  
My Commission Expires  
December 14, 2020  
Jackson County  
Commission #16748261

My Commission Expires:

12-14-2020

Note: It is a Class A Misdemeanor to make a false affidavit for the purpose of misleading a public servant. Section 575.050 RSMo