

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

In Re: COVID-19 Private Process Servers

ADMINISTRATIVE ORDER 2022-146

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

This order amends Administrative Order No. 2020-107.

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 16th 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

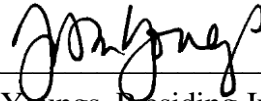
WHEREAS, the Director of the Department of Corrections for Jackson County has agreed to provide the Court with affidavits from Corrections Officers for the JCDC who are qualified to serve process, and who would be available to serve process on individuals incarcerated in the JCDC during the pendency of the pandemic.

IT IS THEREFORE ORDERED, effective immediately and continuing until revoked or modified by further order of the Court, that upon receipt of affidavits from the Director of the Department of Corrections as described above, the Court will make a determination as to whether the respective Corrections Officer is 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. The Court will keep a list, to be maintained by the Director of Civil Process, of those Corrections Officers that have been appointed as private process servers that will include the names of those Corrections Officers along with copies of affidavits from each of those Corrections Officers containing the information required by Local Rule 4.9 and attesting to such qualifications.

IT IS SO ORDERED.

December 16, 2022

Date



J. Dale Youngs, Presiding Judge

CC:

All Judges of the 16th Judicial Circuit

Mary Marquez, Court Administrator

Diana Knapp, Director, Jackson County Department of Corrections

Theresa Byrd, Deputy Court Administrator

Tracy Smedley, Deputy Court Administrator

Antonia Craig, Director, Department of Civil Records

Jack Foster, Director, Department of Civil Process

Scott Brinkman, Legal Counsel

Lori Stipp, Juvenile Officer/Director Legal Services