



General Order 74.4 - Legal Process

PURPOSE: Describe financial management of legal process.

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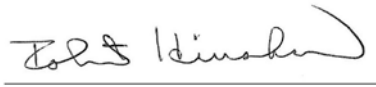
REVIEW DATE: Annual

AMENDS: 74.4.1

THIS ORDER CANCELS: 74.4 Approved 2/22/2010

ISSUED BY : Sheriff Robert Hinshaw

REVIEWED BY: Standard Review Committee



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[74.4.1 Financial Management of Foreign \(Out-of-State\) Service Civil Process](#)

74.4.1 FINANCIAL MANAGEMENT OF CIVIL PROCESS

- A. All financial functions of civil process are to be recorded. These records are subject to annual audit by representatives of the Sedgwick County Treasurer's Office.
- B. Financial records will be handled in the following manner:
 - 1. The employee shall affix a stamped endorsement on the reverse side of the check/money order, which denotes the name of the Sheriff and the inscription For Deposit with the Sedgwick County Treasurer.
 - 2. He/she will also keep a monthly money log listing the date of receipt, from whom received, case number of the paper, the employee receiving the check, and the date the check/money order was sent to Sheriffs Administration along with the amount of the check.
 - 3. The checks/money orders along with the money log will be carried to the Sheriffs Administration, for deposit by Administration personnel.
 - 4. The money log will be kept for a period of two years in the civil section and a copy of the deposit receipt will be attached to them when the receipt is received

from Administration. These records will be purged annually and any records that have been retained longer than two years may be disposed.

5. In the event that a check presented to the Sheriff's Office for service of civil process is returned for insufficient funds the following steps will be taken:
 - a. The administration will forward the check to the Civil Section supervisor upon receipt.
 - b. The employee responsible for the Money Log will note a debit in the amount of the returned check.
 - c. **(R)** The Civil Section supervisor will contact the party involved and request they forward payment for the amount of the check and a \$35.00 bad check fee to the Sheriff's Office in the form of certified bank check, cash, or a money order.
 - d. In the event attempts of recovering the check are not successful. the Civil Section supervisor will take appropriate enforcement action.
 - e. The employee responsible for civil process fees will keep a list of those persons who have an outstanding returned check and will not honor any request for service until both the current fees and the bad check are paid to the Sheriff's Office by the receipt of certified funds.
 - f. The Civil Section supervisor will notify other components of the Sheriff's Office such as administration and records of persons or companies on the bad check list.