

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.80	Page 1 of 3
	Original Effective Date: 03/20/18	New Effective Date: 03/13/23
	Supersedes: 300.00.80	Dated: 03/22/21
	Administrator's Approval: Sarah Cooper, Administrator – 2/23/23	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Use of 2751 for PIOC Proof of Service		

POLICY

The Division of Adult Institutions shall ensure for state court service of legal documents on staff members, PIOC shall properly complete a DOC-2751.

REFERENCES

Wisconsin Statutes s. 302.025(1) – Service of process on prison officers, employees or inmates

Wisconsin Statutes s. 801.10 – Summons, by whom served

DEFINITIONS, ACRONYMS AND FORMS

DOC – Department of Corrections

DOC-2751 – Inmate Proof of Service

DOJ – Department of Justice

Legal Document – A document related to a lawsuit filed against a State of Wisconsin DOC employee, DOC or its Divisions.

Litigation Coordinator/Designee – Facility staff designated to accept service of legal documents and coordinate responses. Coordinator functions as the liaison between the facility, DOJ and OLC.

OLC – Office of Legal Counsel

PIOC – Persons in Our Care

PROCEDURE**I. PIOC Personal Service of Legal Documents**

A. A PIOC may contact the Litigation Coordinator/designee at their facility to request to serve a legal document to a staff member.

B. PIOC shall complete the DOC-2751 for service of all documents.

II. State Court Process

A. A PIOC shall:

1. Request a DOC-2751 from the facility library.
2. Request to serve defendants who work only at that facility.

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3. Contact the Litigation Coordinator/designee for service.
 4. Personally serve documents upon the Litigation Coordinator/designee without a third party involved or send a summons, complaint or pleading through the facility mail directly to the Litigation Coordinator/designee to be served on named defendants at the respective facility.
 5. Ensure the DOC-2751 accompanies the documents served.
- B. PIOC shall utilize outside third parties to serve defendants at other facilities per Wis. Stat. 302.025(1) and Wis. Stat. 801.10.
- C. PIOC shall file a DOC-2751 for State court or administrative cases only.
- D. Litigation Coordinator/designee shall:
1. Accept service only from PIOC at your respective facility.
 2. Only accept service for staff at your respective facility.
 3. Identify who you are accepting service for when filling out the bottom portion of the DOC-2751.
 4. Return the completed original DOC-2751 to the PIOC and retain a copy for the Litigation Coordinator file.
- E. Once service is accepted, the Litigation Coordinator/designee shall scan and send documents to OLC, indicating on the cover letter who service was accepted for and the date on which it was accepted.
1. If it is served by mail, include the envelope.
 2. If it is served personally, include the page with the service stamp.
 3. The DOC-2751 may or may not be included in the scanned documents to OLC.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date: 00/00/00	DAI Policy Number: 300.00.80	Page 3 of 3
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administrative		
Subject: Use of 2751 for PIOC Proof of Service		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

I.

- A.
 - 1.
 - a.
- B.
- C.

II.

- A.
- B.
- C.