		DAI Policy #: 300.00.80	Page 1 of 3		
		Original Effective Date:	New Effective Date:		
OF WISCOLD WISCOLD WISCOLD WISCOLD WISCOLD	DIVISION OF ADULT	03/20/18	03/13/23		
	INSTITUTIONS	Supersedes: 300.00.80	Dated: 03/22/21		
	POLICY AND	Administrator's Approval: Sarah Cooper, Administrator – 2/23/23			
	PROCEDURES	Required Posting or Restricted:			
		X PIOC X All Sta	ff 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

<u>Wisconsin Statutes s. 302.025(1)</u> – 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

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

<u>Litigation Coordinator/Designee</u> – 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.

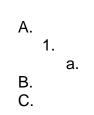
DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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 As written With below procedures for facility implementation					
Warden's/Center Superintendent's Approval:					

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE



II.

Ι.

А. В.

в. С.