

**PROCESSING OF LITIGATION  
OR POTENTIAL LITIGATION DOCUMENTS**

**POLICY NO. 14-1**

**PURPOSE:** To ensure timely notification to appropriate parties of any litigation or potential litigation involving the County and to clarify responsibilities for processing such documents or knowledge and to facilitate timely and appropriate legal response in the best interest of Hernando County.

**POLICY:** Upon receipt of any official written notification of claim, lawsuit, summons, subpoenas, depositions, hearings, or other such legal documents, whether served upon a County Commissioner, County Administrator, County Attorney, Department Manager, or staff individual, the following procedures shall be followed:

- (1) Notifications such as these shall immediately be submitted to the County Attorney's Office, unless directed otherwise by the individual's supervisor. In the event the County has been served with a lawsuit, other than a foreclosure action or quiet title action, the County Attorney's Office will provide a copy of the lawsuit or any notices of intent to the Risk Management office and to County Administration.
- (2) Risk Management will immediately provide a copy of the lawsuit or notice of intent to the County's insurance carrier by fax or certified mail, return receipt requested. Administration will maintain a copy of the lawsuit or notice for the Board of County Commissioners to review upon request.
- (3) The County Attorney's Office shall prepare a monthly summary reporting all new litigation and notices of intent, received or initiated by the County, and shall provide the report to the Board of County Commissioners with copies to the County Administrator, Administration's Office Manager, and Risk Management.
- (4) Under no circumstances is any lawsuit, summons, subpoena, deposition, hearing, or any legal notification to be responded to by any office other than the County Attorney's Office or through the assistance of the Risk Management office.

- (5) Unless directed otherwise by the individual's supervisor any check for witness and/or mileage fees shall be endorsed by the payee after writing: **Pay to the Order of Hernando County Board of County Commissioners** above where individual is to sign. The check must be sent to Finance with a copy of supporting document.
- (6) It is the department and individual's responsibility to schedule time with an attorney from the County Attorney's Office prior to any required appearances; as well as to ensure the scheduling of the matter on the attorney's calendar, if the department or individual requires counsel to attend. Unless directed otherwise by a department director all appearances **must** be discussed with the County Attorney's Office.

**Replaces:** Policy No. 85-1

**References:** January 15, 1991

**Revised:** March 20, 2007