

**POLICY REGARDING THE HANDLING
OF SUMMONSES AND COMPLAINTS**

Any summons and complaint will be served only upon the City Clerk or Mayor. If the Mayor accepts service, s/he will immediately deliver the summons and complaint to the City Clerk. NO ONE ELSE MAY ACCEPT SERVICE FOR ANY REASON.

The City Clerk will immediately provide copies of the summons and complaint to the City Attorney, CVMIC, the Mayor and Finance Director.

The City Clerk and City Attorney will keep a calendar of timed response and file on every summons and complaint to make sure each is answered in a timely manner.

TIME TABLE

Summons & Complaint.....45 days to answer

Small Claims Court-Summons & Complaint.....Answer due as stated
on summons

APPROVED BY THE COMMON COUNCIL: February 27, 2001

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