

	Agency Name	Office of Family Support (OFS)		
	Chapter No./Name	16 - Fraud and Recovery Manual		
	Part No./Name	E. Fraud/Intentional Program Violation (IPV) Determination		
	Section No./Name	E-600 Administrative Subpoenas		
	Document No./Name	E-640 Service of Subpoenas		
	Dates	Issue	August 15, 2000	Effective

When you receive the signed subpoena package from the Bureau of General Counsel, serve the subpoena and execute the return of service certification.

When service is through the Sheriff, the Bureau of General Counsel will request service through the Clerk of Court.

E-641 METHOD OF SERVICE

- Serve as soon as possible.
- Serve a subpoena immediately after it has been issued. Do not serve a subpoena after the return of a service date.
- Certified mail
- When circumstances warrant, serve the subpoena by Certified or Registered Mail or express mail service. For service by mail, mail the subpoena to the last known address.
- Personal service
- Serve a DSS subpoena personally, at the principal place of business or residence of the party subpoenaed, and if possible, during normal business hours.
- Physical service in work area
- Proper personal service may be made upon an individual who refuses to physically accept a subpoena by leaving the subpoena near the individual; e.g., by leaving the subpoena on the individual's desk in an office or reception area when the individual is physically present and has notice that the subpoena is being left in the area. Proper personal service may be made upon an individual's attorney only if the individual has authorized the attorney to accept the service of the subpoena. In a corporation, partnership, or other business entity, proper personal service may be made upon a resident agent of the entity.

E-642 PROOF OF SERVICE

Proof of service is the execution of the "Return of Service" certificate on the reverse side of the original copy of the subpoena. Place the original copy of the subpoena with the executed "Return of Service" in the case file of the requesting office. Submit a copy of the original executed "Return of Service" to the Bureau of General Counsel. If service is made by certified mail, attach the receipt to the "Return of Service."