

Special Bailiff Procedures

When service of process **can not be accomplished by the use of the Sheriff's department** or other special circumstance require, an attorney may request the appointment of a special bailiff to serve process. Pursuant to JRP 1412, the Court Administrator's Office expedites the processing of these requests for all circuit and family division circuit cases (the district court administrator's office handles the district court cases.) The following procedures should be followed in order to expedite the processing of your request for appointment of a special bailiff in a circuit action.

PLEASE SUBMIT:

1. An **affidavit** containing specific reasons why a Special Bailiff should be appointed by the judge. This affidavit must be signed and notarized.
2. An **order** appointing a specific Special Bailiff. The order must specify the name of a Jefferson County Approved Special Bailiff.
3. **Two (2) ISSUED summonses**. The summons must already be issued by the Circuit Clerk's office prior to delivery to the Court Administrator's Office.
4. **A copy of the complaint or petition** – whatever documents are to be served with the summons.

Once you have all the above completed documents, please place them in the Special Bailiff box located on the front counter in the Court Administrator's Office - Judicial Center, Suite 220.

1. Sheriff's Service should be attempted before submitting a request for appointment of a Special Bailiff. Please submit proof of attempted Sheriff's service along with the request to appoint a Special Bailiff.
2. The paperwork will be reviewed by a judge. When the order has been signed, the Special Bailiff will pick up a copy of the order and the attached paperwork which will be located in the designated Special Bailiff folder in the Court Administrator's Office.

Please note if you clock and drop this paperwork in the Circuit Clerk's Office, or if you present these motions to the Judge at motion hour, they will be properly directed to Court Administration, possibly unnecessarily slowing the processing.

If you have any questions about Special Bailiff procedures, please contact
Angela Bilewicz, Circuit Court Administrator.
(502) 595-4588.