



ADMINISTRATIVE MEMORANDUM
COUNTY OF SAN MATEO

NUMBER: C-2

SUBJECT: Receipt of Legal Documents

RESPONSIBLE DEPARTMENT: County Counsel

APPROVED: 
John L. Maltbie, County Manager

DATE: January 26, 2015

This Administrative Memorandum rescinds and replaces Administrative Memorandum C-2, dated February 1, 1984, and it revises the County's policy for the receipt of legal documents.

Purpose

The purpose of the policy is to ensure that "legal documents" are handled properly. The term "legal documents", includes claims for money or damages under the Government Claims Act, pleadings, subpoenas and any notices that reference a court case.

Policy

County departments and divisions shall take the following actions when they receive legal documents. The document(s) shall be transmitted immediately to the County Counsel's Office. An appropriate record of both when the document was received by the Department or Division as well as when it was forwarded to the County Counsel's Office should be made and sent with the document. If possible, all legal documents should be scanned or faxed to the attention of the attorney assigned to the Department or Division, and the original sent via Pony mail or hand-delivered. If no attorney is assigned, the document should be sent to the attention of "Chief Deputy County Counsel".

Exceptions

This policy does not apply to "Legal documents" received by the District Attorney's Office or legal documents related to Worker's Compensation. Legal documents related to Worker's Compensation should be forwarded to the Risk Management Division of Human Resources.

Questions

Questions regarding legal documents received by a department/division should be directed to the attorney assigned to the department or division.