

	<h1 style="margin: 0;">City of Helena</h1> <h2 style="margin: 0;">Personnel Policy</h2>	Policy number	10-2
		Original Adoption	02-09-1987
		Revision #	2
		Last revision date	August 1994
<b>Section Title</b>	<b>General</b>		
<b>Subject</b>	<b>Lawsuits Against the City</b>		

The City Clerk or acting City Clerk is the only authorized employees to accept any legal process served against the City. If an employee is approached by a process server, the employee should direct the server to the City Clerk without accepting or signing anything.

An employee should not discuss any aspect of a situation that is subject to a lawsuit or hearing without first consulting the City Attorney and his/her supervisor.