

Revision Responsibility: Director of Human Resources

Responsible Executive Officer: Vice President for Financial & Administrative Services

Source/Reference: [Tennessee Rules of Civil Procedure §4.04 Service upon Defendants](#)

PURPOSE

To define appropriate action when service of process upon the College in a civil action is attempted.

POLICY

I. College or Individual in Official Capacity Named

In any case in which Columbia State Community College or an individual employee in his or her official capacity is named as a party in a civil proceeding, service should not be accepted. The person attempting to serve the process should be told that the Attorney General of the State of Tennessee must be served.

II. Individual Named for Actions Outside Official Responsibility

An individual should accept service if the individual is named in a civil action and money damages sought from the individual for actions taken outside the scope of his or her official responsibility. In cases of this nature, the individual should request representation through the TBR Office of the General Counsel.

PROCEDURES

I. Notification of the TBR Office of the General Counsel

The TBR Office of the General Counsel should be notified through the college president's office when an attempt of service is made upon the college or an individual employee as described in this policy.