

**IN THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI
AT KANSAS CITY**

In Re: COVID-19 PRIVATE PROCESS SERVERS

ADMINISTRATIVE ORDER 2020-070

**ORDER APPOINTING PRIVATE PROCESS SERVERS FOR SERVICE AT THE
JACKSON COUNTY DETENTION CENTER**

WHEREAS, the existence and spread of the COVID-19 has resulted in the declaration of a world- wide pandemic; and

WHEREAS, it is appropriate and necessary to take action to reduce the possibility of exposure to COVID-19 and to reduce the spread of COVID-19 creating this emergency; and

WHEREAS, countless governmental entities and private businesses have implemented numerous immediate actions and modifications to their normal course of business; and

WHEREAS, one of the actions taken by Jackson County, Missouri is severely restricting access to the Jackson County Detention Center (JCDC). This restriction includes denying access by members of the staff of the Court's Department of Civil Process, thereby eliminating the ability of the Process Servers who normally serve process to individuals incarcerated in the JCDC from completing that service; and

WHEREAS, it is imperative to take steps to protect the health and safety of all employees of the 16th Judicial Circuit, as well as of individuals both working at and housed within the JCDC, while also balancing the rights of all said individuals and parties to litigation; and

WHEREAS, the unprecedented circumstances existing at this time warrant this administrative action; and

WHEREAS, the Director of the Department of Corrections for Jackson County Diana Turner has provided the Court with affidavits from seven (7) individual Corrections Officers for the JCDC who are qualified to serve process, and who would be available to serve process on individuals incarcerated in the JCDC during the pendency of the pandemic; and

WHEREAS, on this date, the Court *sua sponte* finds that Christopher M. Wolfe, Kiva L. Hill, Craig A. Braden, Michael R. Webb, Jason E. Hays, Rebecca A. White, and Lemuel L. Smith are qualified to serve process in matters where service of process has been ordered, and it is determined that the party to be served is incarcerated in the JCDC. Affidavits from each of these individuals containing the information required by Local Rule 4.9 and attesting to such qualifications are attached and incorporated as Exhibit A.

IT IS THEREFORE ORDERED, effective immediately and continuing through May 31, 2020, unless modified prior to such date, that Christopher M. Wolfe, Kiva L. Hill, Craig A. Braden, Michael R. Webb, Jason E. Hays, Rebecca A. White, and Lemuel L. Smith are hereby appointed as private process servers specifically and solely for the purpose of serving process, which would otherwise be served by members of the staff of the Court's Department of Civil Process, to parties incarcerated in the JCDC.

IT IS SO ORDERED.

April 15, 2020

Date



David M. Byrn
Presiding Judge

CC:

All Judges of the 16th Judicial Circuit
Mary Marquez, Court Administrator
Diana Turner, Director, Jackson County Department of Corrections
Theresa Byrd, Deputy Court Administrator
Tracy Smedley, Deputy Court Administrator
Angela Werkowitch, Director, Department of Civil Records
Jack Foster, Director, Department of Civil Process
Scott Brinkman, Legal Counsel
Verna Proctor, Director, Department of Criminal Records



AFFIDAVIT FOR APPOINTMENT AS A PRIVATE PROCESS SERVER

CASE NO. _____

Process Server's Information:

Legal Name: Christopher M. Wolfe
Current Address: 1300 Cherry St. Kansas City, MO 64106
Occupation and Employer: Corrections Officer Jackson County Detention Center
Telephone Number: 816 881 4227

I, Christopher M. Wolfe, being duly sworn under oath and penalty of perjury
(Name of Process Server)

do hereby state that I meet the following qualifications:

(Indicate with initials each qualification that applies)

- I am at least eighteen (18) years of age;
- I am a citizen of the United States;
- I have a high school diploma or equivalent;
- I have not plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;
- I am not a fugitive from justice or currently charged with a felony or a misdemeanor involving moral turpitude;
- I am not related to or employed by a party in the action;
- I am of good moral character;
- I will not serve process in any jurisdiction unless I am authorized by law to serve process within the jurisdiction where such service is made; and
- I have not been disqualified by any Court to act as a process server within the preceding twelve (12) months.

[Signature]
Process Server's Signature

STATE OF MISSOURI)
COUNTY OF JACKSON) SS.

Subscribed and sworn to before me on

4-8-2020



OKWUCHUKWU D. ODINIGWE
My Commission Expires
December 14, 2020
Jackson County
Commission #16746261

[Signature]
Notary Public

My Commission Expires: 12-14-2020

Note: It is a Class A Misdemeanor to make a false affidavit for the purpose of misleading a public servant. Section 575.050 RSMo

AFFIDAVIT FOR APPOINTMENT AS A PRIVATE PROCESS SERVER

CASE NO. _____

Process Server's Information:

Legal Name: Kiva L. Hill

Current Address: 1300 Cherry St. Kansas City, MO 64106

Occupation and Employer: Corrections Officer Jackson County Detention Center

Telephone Number: 816-881-4221

I, Kiva L. Hill, being duly sworn under oath and penalty of perjury
(Name of Process Server)

do hereby state that I meet the following qualifications:

(Indicate with initials each qualification that applies)

- I am at least eighteen (18) years of age;
- I am a citizen of the United States;
- I have a high school diploma or equivalent;
- I have not plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;
- I am not a fugitive from justice or currently charged with a felony or a misdemeanor involving moral turpitude;
- I am not related to or employed by a party in the action;
- I am of good moral character;
- I will not serve process in any jurisdiction unless I am authorized by law to serve process within the jurisdiction where such service is made; and
- I have not been disqualified by any Court to act as a process server within the preceding twelve (12) months.

[Signature]
Process Server's Signature

STATE OF MISSOURI)
COUNTY OF JACKSON) SS.

Subscribed and sworn to before me on

4-8-2020



OKWUCHUKWU D. ODIGWE
My Commission Expires
December 14, 2020
Jackson County
Commission #16746261
My Commission Expires: 12-14-2020

[Signature]
Notary Public

Note: It is a Class A Misdemeanor to make a false affidavit for the purpose of misleading a public servant. Section 575.050 RSMo

AFFIDAVIT FOR APPOINTMENT AS A PRIVATE PROCESS SERVER

CASE NO. _____

Process Server's Information:

Legal Name: Craig A. Braden

Current Address: 1300 Cherry St. Kansas City, MO 64106

Occupation and Employer: Corrections Officer Jackson County Detention Center

Telephone Number: 816-881-4227

I, Craig A. Braden, being duly sworn under oath and penalty of perjury
(Name of Process Server)

do hereby state that I meet the following qualifications:

(Indicate with initials each qualification that applies)

- I am at least eighteen (18) years of age;
- I am a citizen of the United States;
- I have a high school diploma or equivalent;
- I have not plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;
- I am not a fugitive from justice or currently charged with a felony or a misdemeanor involving moral turpitude;
- I am not related to or employed by a party in the action;
- I am of good moral character;
- I will not serve process in any jurisdiction unless I am authorized by law to serve process within the jurisdiction where such service is made; and
- I have not been disqualified by any Court to act as a process server within the preceding twelve (12) months.

Craig A. Braden
Process Server's Signature

STATE OF MISSOURI)
COUNTY OF JACKSON) SS.

Subscribed and sworn to before me on 4-8-2020



OKWUCHUKWU D. ODINGWE
My Commission Expires
December 14, 2020
Jackson County
My Commission #18746201
Okwuchukwu D. Odigwe
Notary Public
4-14-2020

Note: It is a Class A Misdemeanor to make a false affidavit for the purpose of misleading a public servant. Section 575.050 RSMo

AFFIDAVIT FOR APPOINTMENT AS A PRIVATE PROCESS SERVER

CASE NO. _____

Process Server's Information:

Legal Name: Michael R. Webb

Current Address: 1300 Cherry St. Kansas City, MO 64106

Occupation and Employer: Corrections Officer Jackson County Detention Center

Telephone Number: 816-881-4227

I, Michael R. Webb, being duly sworn under oath and penalty of perjury
(Name of Process Server)

do hereby state that I meet the following qualifications:

(Indicate with initials each qualification that applies)

- I am at least eighteen (18) years of age;
- I am a citizen of the United States;
- I have a high school diploma or equivalent;
- I have not plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;
- I am not a fugitive from justice or currently charged with a felony or a misdemeanor involving moral turpitude;
- I am not related to or employed by a party in the action;
- I am of good moral character;
- I will not serve process in any jurisdiction unless I am authorized by law to serve process within the jurisdiction where such service is made; and
- I have not been disqualified by any Court to act as a process server within the preceding twelve (12) months.

Michael R. Webb
Process Server's Signature

STATE OF MISSOURI)
COUNTY OF JACKSON) SS.

Subscribed and sworn to before me on 4-8-2020



OKWUCHUKWU D. ODINIGWE
My Commission Expires
December 14, 2020
Jackson County
Commission #16746261

Okwuchukwu D. Odigwe
Notary Public

My Commission Expires: 12-14-2020

Note: It is a Class A Misdemeanor to make a false affidavit for the purpose of misleading a public servant. Section 575.050 RSMo

AFFIDAVIT FOR APPOINTMENT AS A PRIVATE PROCESS SERVER

CASE NO. _____

Process Server's Information:

Legal Name: Jason E. Hays
Current Address: 1300 Cherry St. Kansas City, MO 64106
Occupation and Employer: Corrections Officer Jackson County Detention Center
Telephone Number: 816-881-4227

I, Jason E. Hays, being duly sworn under oath and penalty of perjury
(Name of Process Server)

do hereby state that I meet the following qualifications:

(Indicate with initials each qualification that applies).

- I am at least eighteen (18) years of age;
- I am a citizen of the United States;
- I have a high school diploma or equivalent;
- I have not plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;
- I am not a fugitive from justice or currently charged with a felony or a misdemeanor involving moral turpitude;
- I am not related to or employed by a party in the action;
- I am of good moral character;
- I will not serve process in any jurisdiction unless I am authorized by law to serve process within the jurisdiction where such service is made; and
- I have not been disqualified by any Court to act as a process server within the preceding twelve (12) months.

Jason Hays
Process Server's Signature

STATE OF MISSOURI)
COUNTY OF JACKSON) SS.

Subscribed and sworn to before me on 4-8-2020

 Okwu Okwudibia D. Odigwe
My Commission Expires December 14, 2020
Jackson County
Commission #16746261

My Commission Expires: 4-8-2020

Note: It is a Class A Misdemeanor to make a false affidavit for the purpose of misleading a public servant. Section 575.050 RSMo

AFFIDAVIT FOR APPOINTMENT AS A PRIVATE PROCESS SERVER

CASE NO. _____

Process Server's Information:

Legal Name: Rebecca A. White
Current Address: 1300 Cherry St. Kansas City, MO 64106
Occupation and Employer: Corrections Officer Jackson County Detention Center
Telephone Number: 816-881-4227

I, Rebecca A. White, being duly sworn under oath and penalty of perjury
(Name of Process Server)

do hereby state that I meet the following qualifications:

(Indicate with initials each qualification that applies)

- I am at least eighteen (18) years of age;
- I am a citizen of the United States;
- I have a high school diploma or equivalent;
- I have not plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;
- I am not a fugitive from justice or currently charged with a felony or a misdemeanor involving moral turpitude;
- I am not related to or employed by a party in the action;
- I am of good moral character;
- I will not serve process in any jurisdiction unless I am authorized by law to serve process within the jurisdiction where such service is made; and
- I have not been disqualified by any Court to act as a process server within the preceding twelve (12) months.

Rebecca A. White
Process Server's Signature

STATE OF MISSOURI)
COUNTY OF JACKSON) SS.

Subscribed and sworn to before me on

4-8-2020

[Signature]
My Commission Expires
December 14, 2020
Jackson County
Commission #16746281

My Commission Expires: 12-14-2020

Note: It is a Class A Misdemeanor to make a false affidavit for the purpose of misleading a public servant. Section 575.050 RSMo

AFFIDAVIT FOR APPOINTMENT AS A PRIVATE PROCESS SERVER

CASE NO. _____

Process Server's Information:

Legal Name: Lemuel L. Smith

Current Address: 1300 Cherry St. Kansas City, MO 64106

Occupation and Employer: Corrections Officer Jackson County Detention Center

Telephone Number: 816-881-4227

I, Lemuel L. Smith, being duly sworn under oath and penalty of perjury
(Name of Process Server)

do hereby state that I meet the following qualifications:

(Indicate with initials each qualification that applies)

- I am at least eighteen (18) years of age;
- I am a citizen of the United States;
- I have a high school diploma or equivalent;
- I have not plead guilty or been convicted of a felony or a misdemeanor involving moral turpitude;
- I am not a fugitive from justice or currently charged with a felony or a misdemeanor involving moral turpitude;
- I am not related to or employed by a party in the action;
- I am of good moral character;
- I will not serve process in any jurisdiction unless I am authorized by law to serve process within the jurisdiction where such service is made; and
- I have not been disqualified by any Court to act as a process server within the preceding twelve (12) months.

Lemuel L. Smith

Process Server's Signature

STATE OF MISSOURI)
COUNTY OF JACKSON) SS.

Subscribed and sworn to before me on

Oikwuchukwu D. Odinigwe (4-8-2020)



OIKWUCHUKWU D. ODINIGWE
My Commission Expires
December 14, 2020
Jackson County
Commission #16746281

My Commission Expires:

12-14-2020

Note: It is a Class A Misdemeanor to make a false affidavit for the purpose of misleading a public servant. Section 575.050 RSMo