

Executive summary of professional services
provided by Roland Process Service & Investigations

Services provided by Roland Process Service & Investigations, LLC (ATTNY-201525605) are currently shared amongst multiple city agencies – City’s Attorney’s Office, Denver Police Department, Denver Human Services.

Roland Process Service & Investigations is currently providing CCD agencies with the service of process. Process is the general term for the legal document by which a lawsuit is started and the court asserts its jurisdiction over the parties.

Service of Process is the procedure by which a party to a lawsuit gives an appropriate notice of initial legal action to another party (such as a defendant), court, or administrative body in an effort to exercise jurisdiction over that person so as to enable that person to respond to the proceeding before the court.

Here is a short description of how CCD agencies are using services provided based on this contract:

Denver Police Department:

The Photo Enforcement Unit of the Denver Police Department utilizes services from Roland Process Service for the personal service of Photo Enforcement citations. Personal service of process is an important step in our enforcement to ensure that proper follow through on citation issuance is achieved. Personal service is the best way to ensure papers are served in accordance with all Rules of Civil Procedure.

Denver Human Services utilizes:

- Service of initial and amended petitions on respondent parents/parties and subpoenas for experts and witnesses. Services are used every week (possible daily or at least every other day) and sometimes on a rush basis.
- Service of New cases and Revivors. Revivor packets include Motions for Revival of Judgment, Orders for Issuance, and Notice to Show Cause.
- Service of Petitions for Appointment of Guardian with Exhibits, Appointment of Designee, Acceptance of Office, Notice of Hearing to Respondent, Motion to Excuse Respondent’s Personal Appearance at Hearing and to Allow Appearance by Telephone, Probate Case Information Sheets.
- Service on new Imposition of Legal Disability cases. Documents included in these packets are the Petition for Imposition of Legal Disability, the ILD Request Letter, Notice of Hearing, and miscellaneous supporting documents on respondents, usually a host home. Estimate 5 per year on a rush basis.
- Subpoena service for difficult witnesses.
- Service of Subpoenas to Appear, Administrative Process Documents including the Notice of Financial Responsibilities and Petitions for Support and/or Paternity. Services are used

anytime DHS has an establishment case where a Respondent is located. Services are used every week (possible daily or at least every other day) and sometimes on a rush basis.

City Attorney's Office utilizes

Service of process in its Prosecution and Code Enforcement, Civil Litigation, Employment and Municipal Operations Sections primarily to serve subpoenas upon individuals that are to appear/testify in court.