



Service of Legal Process Against the Pool

Governance Section: Organizational Planning

Revision Date: 03/28/2024

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Purpose

To appoint the **Washington State Risk Manager**, Office of Risk Management, Department of Enterprise Services, as the Pool's attorney for the limited application of receiving service of legal process against the Pool.

Authority

1. RCW 48.62.031 (6) – Requires local government self-insurance pools to appoint the **Washington State Risk Manager** as its attorney to receive service of, and upon whom shall be served, all legal process issued against it in Washington State.
2. RCW 4.28.080 (14) – Summons, how served. If against a self-insurance program regulated by chapter 48.62 RCW, as provided in chapter 48.62 RCW

Definitions

1. **Washington State Risk Manager** means the Risk Manager of the Office of Risk Management within the Department of Enterprise Services. Mailing address: **Washington State Risk Manager**, Department of Enterprise Services, Office of Risk Management, 1500 Jefferson Street SE, Olympia, WA 98504-1466.

Policy Statement

When the Pool was formed, one requirement to initiate operations was to name the **Washington State Risk Manager** as the Pool's attorney to receive service of legal process against the Pool. This was completed using Resolution No 2-92. To transfer this resolution to the Pool's policy governance model, the Pool hereby restates its intention:

1. The **Washington State Risk Manager**, Office of Risk Management, Department of Enterprise Services, is the Pool's attorney for the limited application of receiving service of legal process against the Pool.
2. Service upon the **Washington State Risk Manager** shall constitute service upon the Pool.
3. The Pool shall maintain with the **Washington State Risk Manager** the name and address of the Pool's designee to whom the **Washington State Risk Manager** shall forward the legal process as served upon them.
4. The appointment of the **Washington State Risk Manager** is irrevocable and shall remain in effect until the Pool terminates operations and/or dissolves its business, or a change in the law requires a change in the appointment.
5. The Pool shall maintain this policy on the Pool's website in a conspicuous public place.

Amendment

The Executive Committee may amend this policy.

Policy History

This policy, established by the Executive Committee on July 28, 2022, repeals Resolution No 2-92. This policy was amended by the Executive Committee on March 28, 2024 to shorten the purpose statement.

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Shonda Shipman, President

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