



## **PROCESS SERVERS ASSOCIATION OF COLORADO, LLC (PSACO)**

Each member agrees to abide by the provisions and principles set forth herein when dealing with clients, general public, members and associate members.

### **DUTIES TO CLIENTS, GENERAL PUBLIC, LEGAL ENTITIES**

All work shall be performed in a professional, ethical manner. Nothing shall be done which would impugn the position or name of this Association. Everything possible shall be done to protect the rights interest and confidentiality of clients, entities being served and legal profession as a whole.

### **RESPECT OF CLIENTELE OF FELLOW PROCESS SERVERS**

No member of this Association may make willful and determined attempts to gain as a client, an attorney known to have an established client relationship with another process server or process serving company, they currently or previously worked for in the last two (2) years. Solicitation and/or marketing of your services, includes: by phone or in person, via email, fax, letter or sending a representative to an attorney of another process server or process serving company for whom you currently or previously served for during the two period. Any solicitation initiated by an attorney or his/her representative shall be deemed honorable, notwithstanding any existing relationship the attorney may have with another process server or process serving company.

### **CONDUCT BEFORE COURT**

Each member shall conduct himself professionally and with dignity while on or in the premises of the courthouses. Conduct with the Judges, Bailiffs, Clerks, Deputy Clerks and other employees of the court system shall at all times be respectful of their position and authority.

### **PROOFS OF SERVICE**

Each member shall service process in a timely manner and shall execute the appropriate Return of Service according to prevailing Rules and Statutes, and shall be returned to the client or filed with the Court expeditiously. All Colorado Rules of Civil Procedure and any/all applicable civil statutes pertaining to the service and return of service of civil process shall be observed at all times.

### **FINANCIAL RESPONSIBILITY**

Each member shall agree to promptly pay for services rendered on behalf of another process server unless other specific arrangements have been made.

### **REPRESENTATION ON BEHALF OF THIS ASSOCIATION**

Only the Officers of this Association, or their duly designated representative, may make any representation on behalf of this Association before the officials and employees of the court systems, the general public or legal community.

Adopted March 17, 2011