6-03/260.20 Short Dated Process

Process is short-dated if received seven days or less before the last day to serve. Short-dated process shall be rejected for service if it is determined that at least one attempt to serve cannot be made. If accepted for service, short-dated process shall be marked “Not Found” and a $30 fee charged only if at least one attempt to serve is made. If at least one attempt to serve is not made, the process shall be marked “No Service” and the service fee shall be refunded.