

ASSOCIATION OF APARTMENT OWNERS OF PUNAHOU ROYALE

BOARD POLICIES

REGARDING PROCESS SERVERS

- 1) The process server must provide clear personal identification and evidence that the person is authorized to serve process, including documentation clearly indicating the precise name and address, and if applicable, unit number, of the person residing or present on the property to be served.
 - a) Identification shall include a current, original form of State, Federal or City and County of Honolulu governmental identification with a photograph.
 - b) An original or certified copy of the summons, subpoena, notice or order to be served must be shown to the Site Manager or Site Manager's Employee.
- 2) Unless otherwise permitted by the Site Manager or the Site Manager's Employee, the process server is permitted to be at the project from 9 a.m. to 4 p.m.
- 3) The process server must check in and out with the Site Manager or if the Site Manager is not present, the Site Manager's Employee.
 - a) The Site Manager may be reached at (808)955-0014.
 - b) The Site Manager's Employee may be reached at (808)955-0014.
- 4) Unless otherwise permitted by the Site Manager or the Site Manager's Employee, the process server is only permitted to access the common elements adjacent to the principal entry of the unit of the person who is to be served.
- 5) Unless otherwise permitted by the Site Manager or the Site Manager's Employee, the process server is only permitted access to the Project for the purpose of serving summons, subpoenas, notices, or orders.
- 6) The Site Manager or the Site Manager's Employee may require that the process server be accompanied while at the Project.
- 7) The process server must leave the Project if he or she fails to comply with any of these conditions.