



COLORADO

State Archives

1313 Sherman Street, Suite 120
Denver, CO 80203

Notice of Availability of Alternative Service of Process

The offices of the **Department of Personnel & Administration/State Archives** at **1313 Sherman Street** are not open to the public at this time due to COVID-19. Because our building is closed and staff are working remotely, there is no one who can accept service of process of legal documents. Please be aware that if you need to serve legal documents on this Department, you may send a request for a waiver of personal service to dpa_research@state.co.us. Your email should include all of the documents you need to serve as well as a waiver form for acceptance of the service. Our email account is regularly monitored, and we will respond to your request in due course. Alternatively, you may serve your legal documents on the Department by delivering them personally to the Attorney General's Office at the Colorado Department of Law's Office at the Ralph L. Carr Colorado Judicial Center, 1300 Broadway, Denver, Colorado, 80203. This Department has authorized the Attorney General to accept your service on behalf of the Department. Please bear in mind that in order to enter the Carr Judicial Center you will be required to comply with all security and social distancing directions of the Colorado State Patrol, which maintains a regular watch at the Carr Judicial Center. The hours of public access to the Carr Judicial Center are 8 a.m. to 5 p.m. No service will be accepted outside of these hours.

