



SERVICE OF TAX PETITIONS DURING 2020 PANDEMIC EMERGENCY *adopted March 30, 2020,
effective through May 30, 2020*

In light of Governor Walz's Emergency Executive Orders related to the COVID-19 pandemic and the Washington County Board of Commissioners March 17, 2020 order suspending all public-facing services, Washington County is permitting alternative service of petitions under Minn. Stat. § 278.01 for the objection to real property taxes due during the year 2020 ("tax petitions"). The alternative service adopted below will replace service of the petitions as required by Minn. Stat § 278.01, subd. 1(b). **The Petitioner will still be solely responsible for filing the petition and sufficient proof of service with the Court.**

ALTERNATIVE SERVICE PROCEDURES

SINGLE POINT OF SERVICE: The Washington County Attorney's Office will now accept service of tax petitions (e-service, U.S. mail, or personal) for **all** Chapter 278 statutory service recipients (Attorney, Auditor/Treasurer, Assessor) on behalf of Washington County. Only a single copy of the tax petition will be required. The Washington County Attorney will accept the following methods of service (in order of most preferential to least):

- 1) **EMAIL (MOST PREFERRED):** Email a completed tax petition and required documentation as a PDF to WCA-PropertyTaxPetition@co.washington.mn.us, along with a proposed Acknowledgment and Waiver of Personal Service for the County to execute. You will maintain the original in your office.
 - You will receive an automated reply that the email was received. This reply is *not* an admission of service but is meant to simply inform you that the email was received.
 - County Attorney staff will reply email, within five business days, an executed copy of the Acknowledgment and Waiver of Personal Service.
- 2) **FACSIMILE:** Fax a completed tax petition and required documentation to 651-430-6163, along with a proposed Acknowledgment and Waiver of Personal Service for the County to execute.
 - County Attorney Staff will reply via fax, or U.S. postal service mail at address provided on the Petition, within five business days, an executed copy of the Acknowledgment and Waiver of Personal Service.
- 3) **U.S. POSTAL SERVICE MAIL:** Mail a completed tax petition and a proposed Acknowledgment and Waiver of Personal Service to:

WASHINGTON COUNTY ATTORNEY
Washington County Law Enforcement Center
15015 62nd Street N
P.O. Box 6
Stillwater, MN 55082-0006

 - County Attorney Staff will mail to the address listed on the Petition, within five business days after receipt, an Acknowledgment and Waiver of Personal Service.
- 4) **PERSONAL SERVICE (LEAST PREFERRED):** as of to date, the Washington County Attorney's Office front reception is only partially staffed during the business day. **Should you chose to attempt personal service of your petition, County Attorney staff has been instructed not to sign admissions or acknowledgments of service. Thus, you will be responsible for preparing your own proof of service to be filed with the Court.**

Please be advised that tax petitions left at the County Attorney's Office front desk without any staff present or placed in the drop box in front of the Washington County Government Center will not be sufficient service of your petition.