

139 – LAWSUITS INVOLVING EMPLOYEES

- A. Notification. An employee must notify their supervisor and appointing authority within 7 days if, based on actions arising out of the employee's employment with the court system:
1. criminal charges are filed against the employee;
 2. a civil claim or demand is received by an employee; or
 3. the employee is required to appear or testify in a criminal or civil case.

The notification must include a copy of the legal documents received by the employee and state the date of service on the employee.

- B. Legal Assistance. The appointing authority must review the documents provided and immediately notify the State Court Administrator. If the matter involves a civil claim or demand, the State Court Administrator must ensure that the requirements of N.D.C.C. 32-12.2-03(6) are timely followed. If the matter involves a criminal charge or a requirement that the employee appear to testify, the State Court Administrator may consult with the Attorney General about legal assistance for the employee.

Approved by the Supreme Court 4/1/12; amended 6/10/15; amended 11/6/19 effective 12/1/19