

191—1.7(505) Service of process. Certain individuals and entities under the jurisdiction of the commissioner are required by law to consent to having the commissioner serve as agent for the individual or entity for the purpose of receiving service of process.

1.7(1) *Request for service.* A party to a proceeding who requests that the commissioner accept service of process as allowed by law must submit to the division, at the address stated in rule 191—1.4(502,505), all of the following:

- a.* For each individual or entity to be served, one original and one copy of the documents to be served by the division.
- b.* A cover letter indicating the name of each individual or entity to be served by the division.
- c.* A check for service fees, made payable to Iowa Insurance Division, for \$50 for each individual or entity to be served, unless another amount is required by law.

1.7(2) *Division actions.* After the division receives the items listed in paragraph 1.7(1)“*a*,” the division must do the following:

- a.* Accept the service of process on behalf of the individual or entity.
- b.* Forward, by certified mail, the original documents to the individual or entity to be served.
- c.* File a notice of acceptance electronically through the Iowa court electronic filing system.

1.7(3) *Types of documents the division will serve.*

a. The division will serve documents related to the initiation of a case, such as original notices, petitions, and jury demands. The division will not serve documents related to later processes in a case, including but not limited to subpoenas and garnishments, unless required to do so by law.

b. The division will serve documents related to matters in the Iowa court system. The division will not serve documents related to matters in other courts, including but not limited to the federal court system, or matters in other administrative systems, except for workers’ compensation cases filed with the Iowa division of workers’ compensation.

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