



March 24, 2022

## PORT OF OAKLAND

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Due to hybrid work schedules, the procedures outlined herein shall remain in effect through Friday, April 1, 2022, at 5:00 p.m. Effective Monday, April 4, 2022, when Port offices will return to full staffing and be open to the public Mondays through Fridays from 8:30 a.m. to 5:00 p.m., excluding holidays, procedures for filing claims and serving lawsuits and other legal process shall be governed by the applicable statutory and other authorities. Members of the public may contact the Port's designated agent for service of process, Secretary of the Board Daria Edgerly, via email at [dedgerly@portoakland.com](mailto:dedgerly@portoakland.com) or telephone at (510) 627-1337, to coordinate personal service on the Port during its regular business hours.

California is under statewide Executive Orders to slow the spread of coronavirus and resulting disease ("COVID-19") and preserve critical health care capacity. Alameda County has issued similar shelter-in-place orders. Those orders have been updated and expanded.

On March 26, 2020, the Port of Oakland's Board of Port Commissioners ("Board") ratified and furthered the March 23, 2020, Declaration of Emergency by the Executive Director of the Port of Oakland ("Port"), which determined and declared that the COVID-19 pandemic posed a threat to the health and safety of Port employees and the safe and efficient operation of critical Port operations, which constitute essential services and activities under both State Executive Orders and County shelter-in-place orders.

Based on the above, and in an effort to efficiently conduct Port business while simultaneously responding to the COVID-19 pandemic and its aftermath and protecting the health and safety of the public, including the Port's employees, customers, tenants, contractors, and other stakeholders, the Port's 530 Water Street Offices are closed to the public through at least May 3, 2020, or a future date if Alameda County or the Governor extend the current deadline. Port employees are, to the greatest extent feasible, working remotely to conduct essential governmental functions and ensure the ongoing operation and maintenance of the Port's essential infrastructure.

Because the Port's Offices are closed to the public through at least May 3, 2020, the Port has established the following **procedures for filing claims and serving lawsuits and other legal process** during the local emergency:

From April 8, 2020 through May 3, 2020, or until such time as the State and County shelter-in-place orders have been lifted and the Port's Offices are re-opened to the public (the "Closure Period"), the Port requires that claims be filed and lawsuits and other legal process be served by email on Secretary of the Board Daria Edgerly, the Port's designated agent for service of process, as set forth below:

### **Government Code Claim Filing**

On March 21, 2020, Governor Newsom issued Executive Order N-35-20, which, among other things, extended the deadline to present claims by 60 days. Notwithstanding this extension, if you decide to file a claim during the Closure Period, please email the claim to Secretary of the Board Daria Edgerly at [dedgerly@portoakland.com](mailto:dedgerly@portoakland.com). Presentation of claims by email will be treated as presentation by hand delivery.

### **Service of Lawsuits and Other Legal Process**

The Port is accepting service of legal process, including lawsuits filed against the Port, Board, and individual Port employees concerning Port-related business, by email to Secretary of the Board Daria Edgerly at [dedgerly@portoakland.com](mailto:dedgerly@portoakland.com). Service by email will be treated as service by hand delivery.

**Note:** These are unprecedented times, and we are witnessing rapidly evolving circumstances. As such, these procedures are subject to change from day-to-day, based on new information from governing authorities. Please check the Port's website ([www.portofoakland.com](http://www.portofoakland.com)) for updates.