



## Personnel

### *Board of Trustees Policy*

<b>SUBJECT:</b>  SCCC Procedures for Accepting of Legal Documents Procedures	<b>NUMBER:</b>  2.10
	<b>DATE:</b>  August 28, 2014
	<b>SUPERSEDES:</b>

This document directly relates to the SCCC Procedures for Accepting of Legal Documents, of the SCCC Board of Trustees, as hereto attached.

# **SCCC PROCEDURES FOR ACCEPTING OF LEGAL DOCUMENTS**

## **PURPOSE**

To clarify the procedures relating to accepting any legal documents served on the college campus.

## **DEFINITION: LEGAL DOCUMENTS**

Legal Documents refers to duly executed court issued documents requiring compliance by the College, or a unit, employee, or student of the College (such as subpoenas, summons, claims, litigation, complaints, warrants).

## **PROCEDURE**

The following procedure must be followed when receiving any legal documents pertaining to any type of lawsuit or legal proceeding:

1. The Office of the President is to be notified immediately.
2. The President's Office will forward the documents to the College Attorney.
3. The Attorney will review the documents with the Vice President of Administration or their designated member of the unit who handles all insurance policies for the College to determine whether there is insurance coverage, who will represent the College and whether we want to give any special instructions to the person representing the College and to give them a point person to deal with from the College to get information.
4. The Attorney will then report back to the Office of the President and keep that Office up to date as to what is happening and to address any particular instructions.

## **RESPONSIBILITIES**

- The College will facilitate the service of duly executed court orders.
- The Office of the President is responsible for facilitating the service of duly executed court orders on campus.
- Claims/Litigation will be forwarded to the College Attorney by the Office of the President.
- Request for information under the Freedom of Information Law (FOIL) must be forwarded to the Campus FOIL Officer.
- Immediate supervisor and College Counsel will be notified whenever an employee receives a subpoena or subpoena duces tecum.

August 28, 2014