

# STOCKTON UNIVERSITY

## PROCEDURE

### Accepting Service of Subpoenas, Court Orders and Other Legal Documents

Procedure Administrator: Associate VP for Human Resources

Authority: N.J.S.A. 18A:64-6

Effective Date: May 2, 2007, May 30, 2009, August 10, 2010; February 8, 2019

Index Cross-References: Policy VI-4: Accepting of Subpoenas, Court Orders and Other Legal Documents.

Procedure File Number: 6012

Approved By: Harvey Kesselman, President

The University community must exercise caution when presented with any documents concerning legal actions in which the University or its employees are involved. Failure to appropriately handle summons, complaints or subpoenas could place the University and the employee at risk or disadvantage in legal proceedings.

### Definitions

The below terms refer to legal documents that are used to notify a person or the University about a lawsuit, demand that a person or the University provide materials, information, or testimony to

## **Legal Documents Naming the University**

If a process server asks you to accept any of the above documents on behalf of the University, you should decline, and you should inform the process server that he or she must bring the documents to the Office of General Counsel, which will accept the document officially on behalf of the University. The Office of the General Counsel is located in West Quad, Suite 110, 101 Vera King Farris Drive, Galloway, NJ 08205; 609-652-4295.

If you receive any of the documents in the mail, or, if you mistakenly accept such documents from a process server, you should contact the OGC immediately at 609-652-4295. Please bear in mind that a delay in responding to these documents can have serious legal consequences.

If the legal document names a constituent part of the University (e.g., a school, department, etc.

### **Prohibition on Accepting Service for Other Persons**

No officer or other employee of the University shall accept service of legal papers that name persons or entities other than the University or its officers acting in their official capacities for the