

Chapter 7 - Human Resources

AP 7650 Subpoena Process

References:

Education Code Sections 76244-76246

The subpoena process at Mt. San Antonio College includes the following steps:

1. The Office of the Vice President Human Resources receives all subpoenas.
 - A. All items are date stamped and logged in Human Resources.
 - B. For DFEH/EEOC/PERB Claims, the original document will be sent to the Office of the Vice President of Human Resources with one copy sent to Risk Management for forwarding to the College's insurer. Insurer recommends if any defense is necessary for the claim.
 - C. In matters related to TORT Claims/Lawsuits and/or Small Claims Notices to Appear, Human Resources shall provide the original document to Risk Management.
 - D. For Requests/Subpoenas for Production of Documents and Copy Service, the original will be sent to the Office of Human Resources. The Office of Human Resources will be responsible for the collection and forwarding of documents to the requesting party.
2. Subpoenas received by the Office of Human Resources shall be date stamped immediately.

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016

Revised: June 30, 2025