

Guidelines for Accepting Services of Subpoenas

As of July 1, 2021 the campus has re-opened and will resume accepting subpoenas either via USPS or from a server in person. All subpoenas need to be delivered or served to the Administrative Services office located in building 4 room 2555. A check for the processing fee will need to be provided with the subpoena being served. Risk management personnel will review the subpoena to ensure it complies with California law and will then forward the request to the appropriate records department to produce the records requested.

Any department and or staff that may receive a subpoena by mail or fax please forward a copy to the administrative services-risk management office or email risk@mtsac.edu.

Questions regarding the subpoena procedures can be submitted to risk@mtsac.edu.