

 (Administrative Services) Standard Operating Procedures	Procedure:	Subpoena Procedure
	Effective Date:	
	Revision Date:	
	Written By:	
	Approved By:	
	Type of Process:	<input type="checkbox"/> Internal Procedure <input type="checkbox"/> Campus Procedure

SUBPOENA INSTRUCTIONS

Administrative Services-Risk Management office will receive all subpoenas requesting employee, or student records, either via USPS or from a server in person. If a subpoena is delivered elsewhere on campus, please forward to the Administrative Services-Risk Management office, 4-2555, as soon as possible.

When the subpoena is received by Administrative Services-Risk Management, the subpoena will be date stamped, scanned and emailed to the correct department for processing. Depending on the subpoena request, it will either be sent to Human Resources or Student Services, and/or the appropriate department if it applies.

Administrative Services-Risk Management will send the original subpoena paperwork and processing fee check, via inter-office mail, to the correct department for processing.

If the subpoena goes to Human Resources, and is requesting records related to a Workers Compensation claim, Risk Management will review their internal records and include confirmation of a work related claim.

A copy of all the paperwork and the subpoena information will be logged onto the Risk Management shared drive-Subpoena Log.