

# STOCKTON UNIVERSITY



## POLICY

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

Policy Administrator: General Counsel

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

Effective Date: April 28, 1977; May 30, 2009; August 10, 2010; July 17, 2019

Index Cross-References: Procedure 6012: Accepting Service of Subpoenas, Court Orders and Other Legal Documents

Policy File Number: VI-4

Approved By: Harvey Kesselman, President

Stockton University recognizes the critical importance of appropriately receiving and handling of University-related legal documents and communications, such as subpoenas, citations, court summonses, or violation notices. To ensure proper acceptance, timely coordination of responses, and compliance with legal obligations, only authorized University Officers shall receive and take appropriate action of legal documents served upon the University. Under no circumstances should any member of the Stockton community who is not a University Officer accept service of legal papers that name the University as a defendant.

#### Review History:

	Date
General Counsel	3/21/2019
Cabinet	4/04/2019
President	4/05/2019
Board of Trustees	7/17/2019