



UNIVERSITY of  
DENVER

**UNIVERSITY OF DENVER  
POLICY MANUAL  
SUBPOENAS, SERVICE OF PROCESS,  
AND OTHER LEGAL PAPERS**

**Responsible Department:** Office of General Counsel and  
Business and Financial Affairs

**Recommended By:** Provost, VC Legal Affairs

**Approved By:** Chancellor

**Policy Number**

1.10.050

**Effective Date**

6/8/2018

## **I. INTRODUCTION**

This Policy sets forth the required steps a University employee must take if presented with any documents regarding legal actions involving either the University or a University employee.

## **II. POLICY OVERVIEW**

From time to time, University employees may receive official legal documents notifying the University of the commencement of a lawsuit or agency proceeding, requiring that the University produce copies of records related to court or agency proceedings, or requiring the University to take other action. These documents may take various forms, including summonses, subpoenas, search warrants, other court orders, and other notices from official personnel/entities. The documents may be issued by federal, state, county, city, or other governmental offices, or they may come from a process server, an attorney, or other individual.

## **III. PROCESS OVERVIEW**

The Vice Chancellor for Business and Financial Affairs is the registered agent for the University, and the Colorado Seminary (a separate entity). All subpoenas, service of process, and other legal papers should be directed to that office. This applies to subpoenas, complaints, writs, court notices, and every other kind of legal process.

If a person is trying to serve legal process on the University or any division of the University, the employee should refuse to accept it and should refer the process server or individual attempting to deliver such papers to the Vice Chancellor for Business and Financial Affairs.

If a person is trying to serve legal process on an employee who is named personally in the matter, the employee may accept the service. The employee should then contact the Office of General Counsel immediately.

If legal process is received any other way (*e.g.*, by mail or fax), the employee should deliver it immediately to the Office of General Counsel.

In certain circumstances, the Office of General Counsel is authorized to waive formal service of process and to accept process on behalf of the University. The Office of General Counsel may establish procedures for waiver of formal service of process.

Any questions regarding services of process should be referred to the Office of General Counsel.

**Additional Information can be found on the Office of General Counsel's Website:**  
**[www.du.edu/counsel](http://www.du.edu/counsel)**

#### **IV. DEFINITIONS**

None