

Subpoenas, Summonses, Court Orders and Other Written Requests for Information

The Office of the General Counsel [“OGC”] provides legal services for University related matters and advice in responding to subpoenas, summonses and court orders requiring either the personal appearance of a University employee for testimony relating to employment at the University or the production of University documents or records. Service of process of subpoenas, summonses, court orders or any other legal process should be served upon the OGC, telephone number (904) 620-2828. If process is not served upon the OGC, the procedure outlined below must be followed. It should be noted that service of subpoenas for academic records should ideally be served upon the University Registrar.

If process is not served on the OGC, the following procedures should be followed:

- 1. Subpoenas** - Subpoenas should be immediately forwarded to the OGC, with the date received by the individual or department indicated on the document. Please hand deliver or transmit the subpoena by facsimile (904) 620-2829 or by electronic mail to showell@unf.edu and call (904) 620-2828 to confirm receipt. Please note that the University is bound to follow privacy and confidentiality safeguards imposed by federal and state laws in certain instances prior to the release or disclosure of any records.
- 2. Court Orders/Summonses** - University employees receiving a court order, summons or notification that a lawsuit has been filed against them (for actions taken in the course and within the scope of their job) or the University must immediately forward the original court order, summons or notification to the OGC with the date received by the individual or department indicated on the document. Please hand deliver or transmit the document via facsimile (904) 620-2829 to the OGC and call (904) 620-2828 to confirm receipt.
- 3. Written Communications** - The recipient of letters, correspondence or other communications from lawyers, court officials or the general public should acknowledge receipt and indicate that the letter will be forwarded to the OGC for response. Any and all written communications requesting employment information or records relating to a current or former employee should be directed to the Human Resources Department. The recipient should forward the letter (with the date received by the individual or department indicated on the letter) to the OGC immediately and call (904) 620-2828 to confirm receipt.

OGC Contact: Stephanie Howell, Paralegal