

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 2	General Policies and Procedures	Effective:	April 2000
Section 2.3	Legal Affairs	Revised:	August 2001
Policy 2.3.1	Handling Legal Processes, Citations and Demands	Responsibility:	Chief Legal Officer

HANDLING LEGAL PROCESSES, CITATIONS AND DEMANDS

Procedures

All legal processes, citations, demands, and subpoenas must be handled quickly and properly; failure to do so may adversely affect or greatly complicate pending litigation. Upon receipt, legal documents should be forwarded immediately to the Office of Legal Affairs. If the document does not indicate on whom and on what date the document was served, such information should be clearly written on the face of the document. For example: "Served on me personally, John Doe, 4-1-96". The Office of Legal Affairs will forward the documents to The University of Texas System Office of General Counsel. Health Science Center faculty and staff should not contact the Office of General Counsel directly for purposes described above or for any other purpose. All correspondence and questions relating to legal matters should be channeled through the Office of Legal Affairs.
