



The University Corporation

Research, Investments and Commercial Services  
California State University, Northridge

Procedure Number: HR003

Original Date: March 3, 2011

Reviewed: March 13, 2017

  
Lin Wu, Chief Financial Officer

Title: Acceptance of Service-Legal Documents

Purpose:

This procedure is established to provide the necessary directions on how staff will accept service of legal documents presented to TUC staff.

Procedure

It is very important that only designated employees accept service for legal documents. These documents are time sensitive and need to be handled appropriately.

**Request for employment or payroll records**

The following employees can accept service:

- Senior Human Resources Generalist
- Human Resources Manager
- Director of Administrative Services

**Accepting service on any other court documents**

The following employees can accept service:

- Controller
- Chief Financial Officer
- Executive Director

In circumstances where none of the individuals listed are in the office, the process server should be advised that there is no one to sign for the documents. If the process server insists on serving the documents then the most senior management employee that is available should accept service.

A copy of the document will be given to the front desk to log it into the check log binder.