

MEMORANDUM

UPDATED 12-14-09

Human Resources
University Student Union
California State University, Northridge

DATE: December 14, 2009

TO: Sharon Kinard, Manager, Administration and Communications
Carol Nardini, Staff Assistant
Bernetta Johnson, Human Resources Assistant

FROM: Kristen Pichler
Human Resources Officer

SUBJECT: SUBPOENAS

Cc: Debra Hammond

Please find detailed below information regarding the USU's procedure for addressing the service of a subpoena or summons:

GENERAL PROCEDURE

Servers of subpoenas or summonses are to be directed to the Sol Center 2nd Floor. Only the following individuals are authorized to review and, if addressed to the USU, accept a subpoena or summons on behalf of the University Student Union:

Sharon Kinard

Carol Nardini

Kristen Pichler

Bernetta Johnson

No other USU employee is authorized to accept a subpoena or summons on behalf of the USU, or authorized to provide information regarding subpoenas or summonses addressed to an individual employee. Questions from process servers about whom to address a subpoena or summons on campus should be referred to one of the individuals listed above. Each document should clearly state whether it is a subpoena, a summons or a complaint. If in doubt, call the Office of the Vice President for Student Affairs at ext. 2391.

PROCEDURE FOR INDIVIDUALS AUTHORIZED TO RECEIVE SUBPOENAS

- Subpoenas requesting USU staff employment records, payroll, workers' comp insurance, etc. may be accepted by any of the above individuals and forwarded to Human Resources. If in doubt about an employees' status, refer server to Bernetta or Kristen.
 - Subpoenas or summonses against the USU for matters other than personnel-related issues, may be accepted by any of the above individuals and forwarded to the Manager of Administration and Communications.
 - Formal complaints against the USU should be directed to the area manager (Debra, Jason, Shannon or Joe) or the Manager of Administration and Communications.
 - Personal subpoenas or summonses addressed to a specific individual employed by the USU should not be accepted. If on duty, the employee may be advised by telephone to receive the subpoena or summons in Human Resources.
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- Subpoenas for CSUN student records that are housed in departments on campus should be directed to the Office of the Vice President for Student Affairs.
 - Subpoenas for non-USU staff employment records, payroll, insurance, etc., should be directed to the University's Human Resources Department.
 - Summonses and formal complaints against California State University, Northridge, should be served to the Chancellor's Office.