

**Subpoena Guidelines**

California State University, Northridge is occasionally served with subpoenas in civil lawsuits, criminal cases, and other kinds of formal proceedings. A subpoena is a time-sensitive legal request for information and is equivalent to a direct order from a court.

In general, there are three different types of subpoenas served on campus:

1. **Appearance Only** - requires only the personal attendance of a witness; must be personally served on the person who is being subpoenaed.
2. **Records Only** – requires only the production of documents, and not a witness; served on the Custodian of Records (COR) for the campus.
3. **Appearance and Records** – requires both the personal attendance of a witness and the production of documents; served on the Custodian of Records (COR) for the campus.

**PLEASE NOTE:**

Subpoenas for student records are handled by Student Affairs. Contact Robin Ferguson, x 2391, UN 310

Two things to look for when your department is served with a subpoena:

1. The type of subpoena being served, and
2. The name of the employee (if it's an "Appearance Only" subpoena).

Appearance Only subpoenas must be served to the employee personally. If they are out of the office, the server must be informed when the employee will be back in the office. If the subpoena is for someone who does not work in the department, either direct the server to the appropriate location or send them to the Office of Human Resources. You should not accept a subpoena for Records or Appearance and Records relating to a staff member. Please refer the server to Amelia Bond, Custodian of Records, in the Office of Human Resources, UN 170.

You may also find additional information at the following link:

<https://csyou.calstate.edu/Divisions-Orgs/OGC/Documents/subpoena-hb-exhibits-feb2009.pdf>