



**I. 2.3.1 Handling Legal Processes, Citations and Demands**

Chapter 2 - General	Original Effective Date: April 2000
Section: 2.3 Legal Affairs	Date Last Reviewed: August 2001
Responsible Entity: Chief Legal Officer	Date Last Revised: August 2001

**II. Purpose**

To ensure UT Health San Antonio accepts and responds to legal communications and documents related to university business properly and in a timely manner.

**III. Scope**

This policy applies to all faculty, staff, students, residents, healthcare providers, researchers, contractors, or any other individual (collectively, Workforce Member, including employees and non-employees).

**IV. Policy**

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. UT Health San Antonio 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.

**V. Definitions**

*There are no defined terms used in this Policy.*

**VI. Related References**

*There are no related documents associated with this Policy.*

**VII. Review and Approval History**

The approving authority of this policy is the University Executive Committee.

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Effective Date	Action Taken	Approved By	Approved Date
04/2000	Policy Origination		
08/2001	Policy Revision		