



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

I. 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.

II. 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).

III. 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.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

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