

**HANDLING OF CLAIMS, SUMMONS, SUBPOENAS,
COURT ORDERS AND OTHER LEGAL DOCUMENTS**

A. Purpose and Scope

To provide responsibility and procedures to receive and serve subpoenas, summons, claims, or other court-related documents.

B. General

1. The serving of a claim, summons, subpoena, court order, or any other legal document related to District business by a copy service, a process server, or Marshall of the County, State or Federal judicial jurisdiction shall be received by the Personnel Office for employee related matters and Educational Services for student related matters. The legal document will be initialed, dated, time stamped, and appropriately logged by the receiving department.
2. If such legal documents are received by United States mail, the mail shall be handled in the same manner denoted above.

C. Procedures for Personnel-Related Summons, Claims, or Court Order

1. Upon receipt of the court order or summons, the Assistant Superintendent, Personnel Services, or Designee, shall make contact with the employee who is the subject of the subpoena to ensure delivery at a time that does not interfere with the employee's service to students.
2. The serving of legal documents on district personnel for matters not related to district business may be done at the employee's work location during non-working time. Further, such service shall be allowed only if it does not cause a disruption to the work flow or work environment.

Employees are required to use Personal Necessity or Vacation Leave to address legal matters that are unrelated to their employment in the district.

D. Procedures for Student Records

All subpoenas for student records shall be served to the Director of Educational Services or Designee. Upon receipt of a subpoena for student records, the Director of Educational Services or Designee shall notify the student's parent/guardian of the subpoena, as well as the site administrator of the current school in which the student attends. The school site will provide the records requested or inform the Director of Educational Services or Designee that the requested records do not exist.

