

**NEW COLLEGE OF FLORIDA  
REGULATIONS MANUAL**

**CHAPTER 1 - General Provisions and Executive Affairs**

**1-1018 Compliance with Legal Process and Responding to Communications from Attorneys and Court Officials**

- (1) Purpose. The purpose of this regulation is to provide guidelines and procedures for College employees who receive legal process (e.g., court orders, summonses, subpoenas, etc.) or other communications from attorneys or court officials relating to College employment.
- (2) Procedure
  - (a) The General Counsel is charged with the duty to advise the New College Board of Trustees and the President on legal matters and to direct College legal affairs. In order for the General Counsel to carry out this duty properly, it is necessary that the General Counsel be apprised of legal developments throughout the College. Accordingly, all College employees (except University Police Officers subpoenaed for testimony pertaining to law enforcement activity) are required, as soon as practicable, to seek the advice of the General Counsel regarding compliance with and response to all legal process, including a subpoena, court order, summons, letter from a lawyer or court official, or other form of legal process served on an employee in relation to his/her College employment.
  - (b) All summonses, court orders, and subpoenas requiring either the personal appearance of a College employee for testimony relating to employment at College in his/her capacity as such or the production of College documents or records should be served on the General Counsel.
  - (c) If process is not served on the General Counsel, the following procedures are applicable:
    1. Court Orders/Summonses - Immediately forward either the original or a copy of the court order or summons to the General Counsel. When time is critical, please hand deliver or scan and email to the General Counsel.
    2. Subpoenas - Immediately forward to the General Counsel. When time is critical, please hand deliver or scan and email to the General Counsel.
    3. Letters, correspondence and other communications from lawyers and court officials - The recipient of such communication should acknowledge receipt and indicate that the letter will be forwarded to the General Counsel for response. Then, the recipient should forward the letter to the General Counsel immediately by forwarding the email or, if it is not a digital document, by scanning and emailing to the General Counsel.

*Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001*

*History: Adopted 04-27-02, as Policy 0-101; Revised and renumbered 05-31-14; Revised 02-22-17 (technical amendment)*