

UNIVERSITY OPERATING PROCEDURE

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University Operating Procedures residing on UVM's Institutional Policy website are the most current versions available. If you are viewing a complaint or a legal document that is not on the website, please contact the Office of Compliance Services at 802.241.5920 or 10.02.90.491.46 Tm [(T)-1.9 (h)-0.9 (e)1 ()-0.6 (a)-1.1 (ttor)5.7 (ne)1 (ys

- Legal documents within the scope of this policy are documents such as a subpoena, summons, complaint, notice of class action, or warrant, directed to the University; its President, Senior Vice President and Provost, or other institutional officers; its Trustees; or any individual named in his or her capacity as an official or employee of the University.
- Search warrants court orders authorizing law enforcement personnel to search a defined area and seize the property described in the warrant. Search warrants require immediate attention.

If service or delivery of a subpoena, complaint, notice of class action, or other legal document is attempted in person by a sheriff, process server, or other individual, the document should be politely declined and the

individual referred to the Office of the General Counsel. If an officer or employee unknowingly or erroneously accepts such a document, he or she should immediately deliver the document to the Office of the General Counsel by mail, fax, hand delivery, or any expedient means, indicating his/her name and the date and time at which he/she accepted service.

If legal documents are delivered by mail or equivalent means to an officer or employee, the documents should be sent immediately to the Office of the General Counsel.

If there is any question as to whether a document or notice is a "legal document," the General Counsel's Office should be consulted as soon as possible.

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Related Documents/Policies

[Government Review Procedure](#)