

<p>3364-10-15</p> <p>President</p> <p>Vice President and General Counsel</p> <p>All University of Toledo Campuses</p>		<p>:</p> <p>July 19, 2024</p> <p>April 1, 2011</p>
<p>:</p>		
	<p>New policy</p>	<p>Minor/technical revision of existing policy</p>

(C) Scope

This policy applies to any and all officers, administrators, employees, student employees, faculty or residents who receive a subpoena related to university business or who a subpoena server attempts to serve with a subpoena related to university business.

(D) Procedure

(1) Personal service of subpoenas: subpoena servers attempting to personally serve subpoenas on the university or one of its officers, administrators, employees, faculty, or residents, are to be directed to the office of legal affairs as explained below. If an attempt to personally serve a subpoena occurs on a weekend or holiday, or outside of normal office hours, the server is to be advised to return the next business day to the office of legal affairs.

personally deliver a copy of the entire subpoena to the office of legal affairs.

- (b) Officers, administrators, employees, student employees, faculty, students, or residents are not authorized to respond to or appear pursuant to a subpoena that relates in any way to the individual's position with the university without direction from the office of legal affairs.

- (4) University officers, administrators, employees, student employees, faculty or residents must promptly provide to the office of legal affairs the records requested and must make themselves available as directed by the subpoena unless alternate arrangements are made through the office of legal affairs.

<p>/s/</p> <hr/> <p>Matthew J. Schroeder Interim President</p> <p style="text-align: center;">July 19, 2024</p> <ul style="list-style-type: none"> • <i>Office of Legal Affairs</i> 	<p style="text-align: right;">:</p> <ul style="list-style-type: none"> • <i>01-072 Subpoena response (former Health Science Campus policy)</i> <p style="text-align: right;"><i>October 30, 2009</i></p> <p style="text-align: right;"><i>June 27, 2016</i> <i>January 22, 2020</i> <i>July 19, 2024</i></p> <p style="text-align: right;"><i>July 19, 2027</i></p>
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