

DEPAUL UNIVERSITY



Response to Legal Inquiries

Category: Operations

Responsible Department: General Counsel

Responsible Officer: Vice President and General Counsel

Effective Date: 1/14/2016

Policy Summary

The Legal Inquiries policy sets forth the University requirement that legal inquiries, such as subpoenas, wage garnishments or other legal inquiries requiring action by the University shall be handled by the Office of the General Counsel.

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the university community.

Policy

The Office of the General Counsel handles the release of records to third parties in compliance with a properly served subpoena, summons, wage garnishment, or other legal request. When you receive a subpoena, summons, wage garnishment, or other legal request as a University representative, please notify the Office of the General Counsel as soon as possible. Often these requests require the University to respond within a very short period of time and failure to respond to these requests can result in University liability. The Office of the General Counsel will review the request and will generate a response to the request by working with the various individuals and departments who are in possession of relevant documents or information. Your cooperation and prompt attention are very important to the proper coordination of the University's response.

On occasion you may be personally identified in a subpoena, summons or other legal request that is related to your work within the University. These requests should also be brought to the attention of the Office of the General Counsel. Since the University will generally coordinate a single response to multiple requests, your prompt notification is imperative. Failure to respond to requests of this nature can result in your personal liability.

If you have any legal questions or concerns about responding to these requests, please contact the Office of the General Counsel at (312) 362-8865.

Procedures

Contact the Office of the General Counsel for additional procedural detail regarding this policy

Divisional Collaborations

None

Contact Information

Office of the General Counsel
(312) 362-8865

Appendices

None

History/Revisions

Origination Date: 01/01/1995
Last Amended Date: 01/14/2016
Next Review Date: N/A