

**ANR ADMINISTRATIVE HANDBOOK SECTION 460, SUBPOENAS
APPENDIX A
RECOMMENDED IMPLEMENTATION OF ANR SUBPOENA GUIDELINES**

1. The ANR employee receives a subpoena.
2. The ANR employee immediately faxes or emails a complete copy of the subpoena to ANR's [Administrative Policies and Business Contracts](#) unit.
3. [Administrative Policies and Business Contracts](#) sends an email to the ANR employee acknowledging receipt of the subpoena, with copies to:
 - a. The UCCE Director, REC Director, Statewide Program Director or other responsible administrator; and
 - b. The [Business Operations Center - Kearney](#) or the [Business Operations Center - Davis](#) as may be appropriate.
4. [Administrative Policies and Business Contracts](#) transmits a copy of the subpoena to Office of the General Counsel of The Regents (OGC).
5. OGC informs [Administrative Policies and Business Contracts](#) that the subpoena is (or is not) valid and should (or should not) be complied with.
6. [Administrative Policies and Business Contracts](#) works with the ANR employee and OGC to facilitate resolution of any issues applicable to the subject situation.
7. If the subpoenaing attorney did not provide a \$275 deposit when the subpoena was served, the UCCE, REC or Statewide Program office prepares a letter requesting payment. See Appendix C for sample.
8. When the UCCE, REC or Statewide Program office receives the deposit (made payable to the "Regents of the University of California") they forward it to the [Business Operations Center - Kearney](#) or the [Business Operations Center - Davis](#).
9. The ANR employee complies with the subpoena, keeping notes on the time involved (including travel time), as well as the actual travel costs incurred.
10. After the ANR employee has complied with the subpoena, the UCCE, REC or Statewide Program office forwards copies of the employee's notes regarding the time and expenses involved to the [Business Operations Center - Kearney](#) or the [Business Operations Center - Davis](#).
11. The [Business Operations Center - Kearney](#) or the [Business Operations Center - Davis](#) prepare a report of the time and expenses involved in the ANR employee's compliance with the subpoena.

12. The [Business Operations Center - Kearney](#) or the [Business Operations Center - Davis](#) calculates the full salary and travel costs incurred and forwards this information to the UCCE, REC or Statewide Program Director.
 - a. If the actual expense proves to be greater than the \$275/day deposit, the subpoenaing attorney must reimburse UC for the balance due.
 - b. If the actual expense proves to be less than the \$275/day deposit, UC must refund the difference. In such a situation the [Business Operations Center - Kearney](#) or the [Business Operations Center - Davis](#) will initiate a check request.
13. If additional reimbursement is owed to UC, the UCCE, REC or Statewide Program Director notifies the subpoenaing attorney of the balance due. See Appendix D for sample.
14. Upon receipt of balance due, the UCCE, REC, or Statewide Program Director forwards the check to the [Business Operations Center - Kearney](#) or the [Business Operations Center - Davis](#).
15. The [Business Operations Center - Kearney](#) or the [Business Operations Center - Davis](#) deposits the check, usually into the salary account to which the Advisor's salary expenses are charged.