

ANR ADMINISTRATIVE HANDBOOK SECTION 460, SUBPOENAS
APPENDIX E
KEY INFORMATION IF SERVED WITH A SUBPOENA

DO...

- Accept the subpoena if:
 - You are the person named in the subpoena;
 - You are the custodian of the records requested; or if
 - You are the immediate supervisor of the person identified in the subpoena, and the person identified in the subpoena is an Advisor.
- Immediately forward a complete copy to ANR's [Administrative Policies and Business Contracts](#) unit so that they may support you and provide guidance.
- Tell [Administrative Policies and Business Contracts](#) about any specific concerns you may have regarding the subpoena.
- Inform your supervisor and/or chief administrator that you have been subpoenaed.

DO NOT...

- Accept a subpoena issued to “The Regents of the University of California.” (Such a subpoena should be redirected to the Office of the General Counsel, 1111 Franklin Street, 8th Floor, Oakland, CA 94607, Phone: (510) 987-9800, Toll-free: (800) 933-9777.)
- Assume that the subpoena is valid and should be complied with as submitted.
- Make University records accessible to the process server or other requestor at the time of service of the subpoena. Some records are exempt from disclosure and UC could be penalized if the information is disclosed.