

Reporting Receipt of Legal Notices and Personal and Property Damage Policy

Effective Date: April 29, 1996
Revised: January 9, 2017
Issued by: Finance & Administration
Contact: Office of the President, 814-393-2220

Purpose:

To provide departments with guidelines for processing of legal notices/inquiries regarding claims against the University and for reporting incidents involving personal injury or property damage

Policy:

Legal notices/inquiries either in the form of subpoenas, court and agency complaints or written communication from attorneys and/or law offices should be forwarded immediately to the Office of the President. No response should be made by any employee directly to such inquiry no matter how innocent the request may seem.

Procedures for receipt of legal notices/inquiries:

1. When legal notices are served in person by a processor, the server should be directed to the Office of the President.
2. When legal complaints are received by mail, the office receiving the notice should date stamp the papers, save the envelope and forward the documents received immediately to the Office of the President.

Reporting of Incidents/Accidents:

All reports of incidents involving personal injury of non-University individual or property damage, not in the form of legal notices as outlined previously, shall be reported to Public Safety immediately upon receiving notice of the same.

Reports of personal injury for employees should be reported to Human Resources.