



RECEIPT OF SUMMONS AND COMPLAINTS AND CLAIMS

I. Designated offices for service of a Summons and Complaints (S&C) are as follows:

1. Fullerton College President's office
2. Cypress College President's office
3. Anaheim Campus School of Continuing Education Provost's office
4. Anaheim Campus Vice Chancellor of Finance and Facilities' (VCF&F) office
5. Anaheim Campus Vice Chancellor of Human Resources' (VCHR) office

The above-designated offices (administrative office) will accept service on behalf of the District during the business hours of 8AM to 5PM. Process servers attempting to serve the District at the campuses should be referred to one of these offices.

- II. The Risk Manager must be notified immediately of any S&C being served on the District, and it must be sent immediately, but no later than by the end of the same day, to the VCF&F's office with the date and method of service indicated on the back of the documents (i.e., process service or US mail).
- III. Process servers attempting to effect personal service on District employees at a campus should be directed to the president's office of that campus. A process server may not enter a classroom, or in any way interrupt the educational process of District students.
- IV. The persons at the administrative office should verify the employment status of the employee(s) being served. The process server must wait until the verification process is complete. A S&C for non-employees of the District shall be returned to the process server at the time of attempted service.
- V. If the named individual is a current employee at the campus, the employee should be called to the administrative office, at a time that does not interrupt classroom education, to meet the process server. If there will be a delay, the process server should be advised to return at a later time.
- VI. If the named individual is a current employee but is working at another campus, the process server should be directed to one of the appropriate offices listed above.
- VII. At times, a process server will not seek to attempt to meet the employee in person to serve the S&C but instead, will want to serve the papers with someone at the campus. This type of service is generally referred to as a "substituted service" which is allowed by a process server claiming to have been unable to serve the employee at the campus on previous occasions. Although the process server is supposed to serve a person apparently in charge and explain the nature of the papers, many times the process server seeks to leave the S&C with anyone without providing any information. The process server should again be directed to the appropriate office where the papers should be accepted. Do not confront the process server to determine if he or she is performing valid service.

In the event a staff member in an administrative office accepts substituted service, the S&C should be turned over to the employee, if currently at the campus, immediately. In addition, the Risk Manager must be notified and a copy must be forwarded to the VCF&F's office on the same day. This must be done even if the matter appears not to involve the District. Note that the papers may not involve the District and may concern a private matter of the employee, e.g., divorce or child custody matters. Therefore, the privacy of the employee should be respected. The purpose for forwarding a copy of the papers to the VCF&F's office in this situation is to verify the matter is completely unrelated to the District. If the S&C was not turned over to the employee, the Risk Manager and VCF&F must be notified of this fact.

The process server will also mail the S&C as part of the substitute service. The date of a response is based on date of mailing; therefore, the mailed S&C, along with the envelope, should be forwarded to the VCF&F's office and the employee on the same day it was received.

- VIII. All third party claims for damages shall be forwarded to the office of Vice Chancellor of Finance & Facilities immediately with the date of receipt indicated on back of the document.
- IX. A process server can serve a student on campus but the District has no obligation whatsoever in such matters. The server has no right to see a student's schedule, and the District has the right to ask the server to leave if he/she is being disruptive in any way to students or faculty.