

SERVICE OF PROCESS ON THE UNIVERSITY OF CALIFORNIA DAVIS

Legal notices involving university business require prompt attention. If a subpoena is received by mail or personal service, it should be accepted. The individual, and/or department, should *immediately* contact the [Office of Campus Counsel](#) for assistance.

Guidelines for properly served subpoenas

If the process server attempts to serve a subpoena at a location other than the department named on the subpoena:

- Direct the server to the correct department or,
- Direct them to the Office of the Campus Counsel

If the process server insists on leaving the subpoena

- Accept it and forward to the Office of Campus Counsel

Where to serve subpoenas

Subpoenas for university business records related to:

UC Davis

Current or former UC Davis employee(s), excluding Workers' Compensation subpoenas:

- [Office of the Campus Counsel](#)
- University of California, Davis, 525 Mrak Hall, Davis, CA 95616
- Telephone: 530-754-6295
- Email: publicrecords@ucdavis.edu

UC Davis Health

Current or former UC Davis Health employee(s) **OR** Subpoenas for patient medical records:

- [Health Information Management](#)
- 2315 Stockton Boulevard, MRB #12, Sacramento, CA 95817
- Telephone: 916-734-5205
- Email: hs-roi@ucdavis.edu

Workers' Compensation subpoenas

- Kimberly Sieg at [Safety Services, Workers' Compensation](#)
- 276 Hoagland Hall, Davis, CA 95616
- Telephone: 530-752-7243
- Email: klsieg@ucdavis.edu

Please note, subpoenas requiring an individual's appearance at a deposition or other hearing on behalf of the campus department, the process server should provide witness fees at the time of service. A check made payable to UC Regents should be issued and dated the day of the deposition.

Proper Service of Subpoenas and Summons & Complaints (Non-UC Matters)

- Individual persons named as defendants should be personally served
 - A Risk Management representative, is available to assist with subpoenas for individual persons by calling: 916-734-3883

Regarding the [Regents of the University of California](#)

- Visit [Service of Process on The Regents of The University of California](#) (PDF) for details
- Summons & Complaints (lawsuits) and subpoenas for The Regents of the University of California should be served to the [UC Legal - Office of the General Counsel](#), Office of the President, University of California, 1111 Franklin Street, 8th Floor, Oakland, CA 94706