

Process to Accept Legal Documents

If a person attempts to deliver a document to your office, in no case should you accept (take possession and sign for) the document but you should refer the person to Risk Management, BH 371B as depicted below. Risk Management will review the document and determine which department the person should be referred to for further assistance. For receipt of documents via email, mail or fax to an individual other than the President or University, please forward the document to Risk Management.

