

I. INTRODUCTION

This Policy sets forth the required steps a University employee must take if presented with any documents regarding legal actions involving either the University or a University employee.

II. POLICY

deliver it immediately to the Office of General Counsel.

In certain circumstances, the Office of General Counsel is authorized to waive formal service of process and to accept process on behalf of the University. The Office of General Counsel may establish procedures for waiver of formal service of process.

Any questions regarding services of process should be referred to the Office of General Counsel.

**Additional Information can be found on the Office of General 7 ci bgY@
Website: (www.du.edu/counsel)**

IV. DEFINITIONS

None

| Revision Effective Date | Purpose |
|--------------------------------|------------------------|
| <i>6/28/2021</i> | <i>Minor revisions</i> |