



IMPORTANT ANNOUNCEMENT REGARDING CHANGES TO SERVICE OF PROCESS AND RELATED PAPERS

Effective February 7, 2022

Due to health concerns arising from the COVID-19 pandemic and on-site staffing challenges, San Francisco State University has implemented the following changes with respect to service of process and papers.

Service of Process: New Litigation Matters

The California State University Office of General Counsel is the designated agent for service of process of new litigation against the Board of Trustees, individual Board members, the Chancellor, and campus Presidents. Please contact the Office of General Counsel if you are seeking to serve new litigation against the Board of Trustees, individual Board members, the Chancellor, or campus Presidents.

Individual CSU employee defendants (other than Trustees, the Chancellor, and the Presidents) must be personally served with new litigation. CSU cannot accept service of process for individual CSU employee defendants (other than Trustees, the Chancellor, and the Presidents) unless specifically authorized in advance by the individual.

Service of Subpoenas

Subpoenas seeking CSU records must be served **at the location (i.e., campus) where the records sought are maintained**. Subpoenas seeking records maintained at or by San Francisco State University may, during the Mitigation Period, be personally served upon personnel in the Human Resources Department so long as any required witness fees are tendered at the time of service.

Subpoenas seeking personal appearance by witnesses, whether at trial or deposition or any other hearing, must be personally served on those witnesses, and the Human Resources Department is not authorized to accept those.

For further information about service of subpoenas for SF State, see: [Subpoenas and Public Records Requests | Quality Assurance \(sfsu.edu\)](#).

Service of Other Documents

For service of other papers not mentioned in this document, please contact the Policy & Compliance Coordinator and University Counsel (contact info below) to discuss how service may be effectuated.

¹ See <https://www2.calstate.edu/csu-system/administration/general-counsel/Pages/lawsuits-subpoenas-and-small-claims-actions.aspx>



You may always email courtesy copies of any documents to the Policy & Compliance Coordinator and University Counsel.

Location for Service

Until further notice, personal service of process as described above may be effectuated at:

San Francisco State University
Human Resources
1600 Holloway Avenue, ADM 252
San Francisco, CA 94132

Hours of operation are weekdays 8am to 12pm and 1pm to 5pm (holidays excluded)

Papers may not be slipped under the doors, as that will not constitute effective service.

If you have questions, please contact the following:

Deanna Forsythe, interim Policy & Compliance Coordinator

- Email: deannaforsythe@sfsu.edu

Alison Kleaver, University Counsel

- Email: akleaver@calstate.edu
- Phone: (562) 951-8427

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