



GRAMBLING
STATE UNIVERSITY

Policy #20103

SUBPOENAS AND LEGAL DOCUMENTS

Effective Date: May 5, 2025

Revised Date:

Responsible Office: University Compliance

Division: Operations and Administration

I. PURPOSE/OBJECTIVE

As an agency of the state of Louisiana, Grambling State University (GSU or University) is subject to specific laws governing subpoenas and other legal documents. The purpose of this policy is to:

- A. Establish procedures and guidelines for processing subpoenas and legal documents.
- B. Outline the responsibilities of university personnel in responding to subpoenas and legal documents.
- C. Ensure that all members of the University who are contacted by any individual attempting to serve University-related legal documents understand how to route such legal documents.

II. STATEMENT OF POLICY

The University is committed to ensuring that all legal documents, including subpoenas, are handled in a timely, consistent, and legally compliant manner. To protect the institution's legal interests and ensure proper coordination with legal counsel, all such documents must be promptly routed to the University Compliance Office for review and response.

No employee is authorized to respond to legal documents on behalf of the University unless expressly designated to do so. This policy is intended to ensure appropriate legal oversight, safeguard institutional interests, and maintain compliance with applicable laws and regulations.

III. APPLICABILITY

- A. This policy applies to all Grambling State University employees.
- B. This policy applies to all requests for subpoenas received by the University, including documents maintained in any format (print, electronic, audiovisual, etc.) by its offices, departments, or employees acting within the scope of their duties.
- C. GSU is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctorate degrees. GSU also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the

accreditation of GSU may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

IV. DEFINITIONS

- A. Subpoena: A subpoena is a written order issued by a court, attorney, or administrative agency compelling the production of certain designated materials that may be relevant to a pending judicial proceeding
- B. Legal Documents: Documents issued by a court, officer of the court, attorney, government agency or administrative agency requiring the University or any unit of the University to appear in court, provide testimony, documents, records, or property, or to take or refrain from taking some action. Examples of legal documents include subpoenas, court pleadings pertaining to a lawsuit (summonses, complaints, court orders, interrogatories, notices of deposition, requests for production of documents, notices to admit, and all other forms of demands for disclosure), search warrants, restraining orders, garnishments and mechanics liens.

V. GENERAL POLICY GUIDELINES FOR SUBPOENAS

Subpoenas shall be forwarded to the GSU President c/o / Attention: Subpoena-University Compliance either in person, by mail or email:

1. Mail:

GSU President c/o Subpoena – University Compliance
Grambling State University
403 Main Street | Mailbox 4216
Grambling, Louisiana 71245

2. In Person:

GSU President c/o Subpoena – University Compliance
Grambling State University
Long Jones Hall RM 242
Appointments may be scheduled for coordination

3. Email:

universitycompliance@gram.edu

4. GSU Office Hours – Normal Operations

- a. Monday through Thursday: 7:30 A.M. – 5:00 P.M.
- b. Friday: 7:30 AM – 11:30 AM

VI. PROCEDURES

- A. Upon receipt of a subpoena or legal document, immediately notify the University Compliance Office.
- B. Note the date and time the document was served, and on the same day it is received, hand-deliver or, if applicable, email the original subpoena or legal document to the University Compliance Office.
- C. Always keep the documents and content of the documents confidential.

VII. DEADLINES

Due to the time-sensitive nature of subpoenas and other legal documents, it is critical that all recipients act promptly. Employees must forward any such documents to the University Compliance Office on the same day they are received. Many legal documents contain mandatory response deadlines. The University Compliance Office is responsible for tracking all legal response deadlines and ensuring timely action.

VIII. CONSEQUENCES OF NON-COMPLIANCE

Grambling faculty and staff are responsible for adhering to subpoena and legal document procedures. Violations of these procedures may result in disciplinary action, up to and including termination of employment as well as legal consequences.

IX. REVISION/REVISED HISTORY