

***SERVICE OF PROCESS
ON THE REGENTS OF THE UNIVERSITY OF CALIFORNIA***

1. SUMMONS & COMPLAINT (CCP 416.50)

The Office of The General Counsel of The Regents (“OGC”), 1111 Franklin Street, 8th Floor, Oakland, California 94607-5200, is authorized to accept of service of process on The Regents of the University of California (“The Regents”). University of California campuses and medical centers are subsumed entities of The Regents and not independent legal entities; therefore, service of process on campuses, medical centers, their officials, or other campus or medical center entities is not proper service on The Regents. (C.C.P. §416.50) Consequently, when designating parties in a complaint in a civil action arising from a dispute involving The Regents or any of its subsumed campuses or medical centers, The Regents is the proper party to name as defendant. It is not necessary to name as a defendant the involved campus or medical center in addition to The Regents.

A summons and complaint in any action naming The Regents as a defendant may be served by hand delivery to any attorney at the OGC during regular business hours, or by mail with accompanying notice and acknowledgment of receipt as provided for by section 415.30 of the Code of Civil Procedure and F.R.C.P. 4(d). The OGC is open for business from 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. Monday – Friday, except for University holidays and a one week office closure at the end of each year. For service by mail, a copy of the summons and complaint along with two copies of a properly executed notice and acknowledgment of receipt or waiver of service of summons and a pre-paid return envelope must be sent to: Office of the General Counsel, 1111 Franklin Street, 8th Floor, Oakland, CA 94607.

The OGC is also authorized to accept service on behalf of certain designated officers, including Chancellors and the President of the University. Except as just noted, the OGC is not authorized to accept service of a summons and complaint on behalf of individuals named as defendants. Named individuals must be served directly in a manner authorized by the Code of Civil Procedure for service of a summons and complaint, unless specific alternative arrangements are made with the individuals through the OGC or the campus or medical center Risk Managers.

2. SMALL CLAIMS COURT ACTIONS

While attorneys in the Office of the General Counsel are authorized to accept service on behalf of The Regents in any civil action arising from a dispute involving The Regents or any of its subsumed campuses or medical centers, as described above, in a small claims action complaints should be served on the Risk Services Office listed in **Exhibit A** at the relevant campus or medical center. With the exception of certain designated officers, including the Chancellors and the President of the University, who may be served by serving an OGC attorney, as described above, individuals named in a small claims action must be served directly in a manner authorized by the Code of Civil Procedure for service in such actions. (See CCP sections 116.330 and 116.340.)

3. THE REGENTS IS NOT SUBJECT TO CLAIM-FILING PROVISIONS OF THE TORT CLAIMS ACT

California Government Code section 905.6 exempts The Regents of the University of California from claim-filing provisions of the Tort Claims Act. A claimant who wishes to file suit against The Regents may serve OGC as specified in section 1 above.

4. EARNINGS WITHHOLDING ORDERS

OGC attorneys are authorized to accept service of Earnings Withholding Orders (Wage Garnishment) relating to University of California Office of the President (“UCOP”) employees and employees on UC campuses and medical centers. Service of such orders relating to employees on UC campuses or medical centers may also be made on the appropriate campus office, listed on **Exhibit B** hereto.

5. SUBPOENAS

The OGC is not authorized to accept a subpoena for the personal appearance of an individual employee of the University. When an employee is being subpoenaed to appear personally, then that employee must be personally served, unless the individual employee consents and specific alternative arrangements are made through the OGC or the campus or medical center Risk Managers.

OGC attorneys are authorized to accept service of all subpoenas addressed to The Regents (or a subunit thereof, such as a campus or school), including duces tecum for records and person most knowledgeable depositions, regardless of whether the custodian or witness is in the University of California Office of the President or at the campuses. However, OGC is not authorized to accept subpoenas addressed to individuals unless addressed to a Chancellor, the President, or an individual who has previously expressly authorized acceptance. When non-UCOP records are sought, the appropriate campus office, noted on **Exhibit B** hereto, can also be served (CCP 2020.220(b)(2)).

Exhibit A
Campus Risk Managers

CAMPUS	ADDRESS & PHONE
Berkeley	2130 Center Street, Suite 200 Berkeley, CA 94720-4208 FAX: 510-643-0281 Phone: (510) 642-5141
Agriculture & Natural Resources (ANR)	Director Catherine Montano UC Division of Agriculture and Natural Resources Office of the Controller 1111 Franklin Street, 10th Floor Oakland, CA 94607-5200 Phone: (510) 987-0103 Principal Analyst Robin Sanchez UC Division of Agriculture and Natural Resources Office of the Controller 2801 Second Street Davis, CA 95618-7774 Phone: (530) 750-1235
Davis	Risk Management 276 Hoagland Hall University of California One Shields Avenue Davis, CA 95616 FAX: 530-752-3439 Phone: (530) 752-1247
Davis Medical Center	Risk Management 2300 Stockton Blvd. Sacramento, CA 95817 FAX: 916-734-2429 Phone: (916) 734-3883
Irvine	250 Public Services Building Irvine, CA 92697-4530 FAX: 949-824-2141 Phone: (949) 824-7419
Irvine Medical Center	UCIMC Risk & Regulatory Affairs 101 The City Drive, Bldg. 53, Ste. 100 Orange, CA 92868 FAX: 714-456-8619 Phone: (714) 456-5676

CAMPUS	ADDRESS & PHONE
Los Angeles	10920 Wilshire Blvd., #860 Los Angeles, CA 90024 FAX: 310-794-6957 Phone: (310) 794-6948
Los Angeles Medical Center	10920 Wilshire Blvd., #430 Los Angeles, CA 90024 FAX: 310-794-5883 Phone: (310) 794-3501
Merced	Office of Risk Services 1715 Canal Street Merced, CA 95340 Phone: (209) 228-4705
Office of the President (UCOP)	1111 Franklin St., 8th Floor Oakland, CA 94607-5200 FAX: 510-987-9757 Phone: (510) 987-9800
Riverside	UCR Risk Management 900 University Avenue Surge Building; #376 Riverside, CA 92521 FAX: 951-827-3202 Phone: (951) 827-8224
San Francisco	UCSF Risk Management & Insurance Services 3333 California St., LH 325 Box 1338 San Francisco, CA 94143 FAX: 415-502-7476 Phone: (415) 476-2498
San Francisco Medical Center	UCSF Risk Management & Insurance Services 3333 California St., LH 325 Box 1338 San Francisco, CA 94143 FAX: 415-502-7476 Phone: (415) 476-2498
San Francisco Medical Center (Clinical Care not SFGH or Fresno)	Susan L. Penney, J.D. Director of Risk Management UCSF Medical Center 350 Parnassus Suite 507 San Francisco, CA 94143-0207 FAX: 415-353-8566 Phone: (415) 353-1842

CAMPUS**ADDRESS & PHONE****San Diego**

Campus Risk Management
Phone: (858) 534-2454

Physical Address:

10280 North Torrey Pines Road, Suite 330
La Jolla, CA 92037

Mailing Address:

9500 Gilman Drive
La Jolla, CA 92093-0925

San Diego Medical Center

Department of Risk Management
200 West Arbor Drive
San Diego, CA 92103-8976
Phone: (619) 543-2042

Santa Barbara

Risk Management
Environmental Health & Safety
565 Mesa Road
Santa Barbara, CA 93106-5132
FAX: 805-893-8521
Phone: (805) 893-2860

Santa Cruz

Risk Services
1156 High Street - Barn H
Santa Cruz, CA 95064
FAX: 831-459-3268
Phone: (831) 459-3261

Exhibit B

CAMPUS	ADDRESS & PHONE
Berkeley	See Legal Affairs' list of UCB Custodians
Agriculture & Natural Resources (ANR) <i>Subpoenas and Records (either Davis or Oakland location is acceptable):</i>	Director Catherine Montano UC Division of Agriculture and Natural Resources Office of the Controller 1111 Franklin Street, 10th Floor Oakland, CA 94607-5200 Phone: (510) 987-0103 Principal Analyst Robin Sanchez UC Division of Agriculture and Natural Resources Office of the Controller 2801 Second Street Davis, CA 95618-7774 Phone: (530) 750-1235
Davis	<i>Campus Records:</i> Information Practices Coordinator Mrak Hall, Room 420 University of California, Davis One Shields Avenue Davis, CA 95616 Phone: (530) 754-6295 <i>Medical Center Records:</i> Health Information Management Privacy & Security Unit 2315 Stockton Boulevard MRB #12 Sacramento, CA 95817 Phone: (916) 734-5205
Irvine	<i>Student Health Records (exclusively):</i> 501 Student Health Center (Corner of E. Peltason/Pereira) Irvine, CA 92697-5200 Phone: (949) 824-5137 <i>Police Records or Officer Witness (only):</i> UCIPD 100 Public Services Building Irvine, CA 92697-5200 Phone: (949) 824-6909 <i>All Other Campus Records or Combination of Records:</i> Insurance and Risk Management 250 Public Services Building Irvine, CA 92697 Phone: (949) 824-3257

CAMPUS**ADDRESS & PHONE****Irvine Medical Center*****Patient Medical Records:***

UCI Medical Center – Records Office, Subpoena Unit
101 The City Drive, Bldg. 25
Orange, CA 92868

***UCIMC or College of Medicine Physician
Records not previously described, Employees' Worker's
Comp Records, and All Subpoenas and Deposition
Subpoenas Involving UCIMC Faculty and Staff:***

UCIMC Risk Management
100 The City Drive, Bldg. 26, Rm. 802
Orange, CA 92868 Phone: (714)
456-5676

Los Angeles

** Related UCLA Designated
Custodians of Record (Exhibit C)*

Campus Records (incl. Financial & Business Records):

Records Management & Information Practices
University of California, Los Angeles
10920 Wilshire Blvd., Suite 530
Los Angeles, CA 90024
Phone: (310) 794-8741

Employment Records:

Records Management
University of California, Los Angeles
10920 Wilshire Blvd., Suite 530
Los Angeles, CA 90024
Phone: (310) 794-8960

Student Records:

Registrar's Office
1105 Murphy Hall
Charles E Young Dr. S.
Los Angeles, CA 90095
(310) 825-3728

Public Records Requests:

Information Practices
University of California, Los Angeles
10920 Wilshire Blvd., Suite 530
Los Angeles, CA 90024
Phone: (310) 794-8741

CAMPUS**ADDRESS & PHONE****Los Angeles Medical Center*****Employment Records:***

Records Management
University of California, Los Angeles
10920 Wilshire Blvd., Suite 530
Los Angeles, CA 90024
Phone: (310) 794-8960

Financial & Business Records:

Records Management & Information Practices
University of California, Los Angeles
10920 Wilshire Blvd., Suite 530
Los Angeles, CA 90024
Phone: (310) 794-8741

Public Records Requests:

Information Practices
University of California, Los Angeles
10920 Wilshire Blvd., Suite 530
Los Angeles, CA 90024
Phone: (310) 794-8741

Patient Records:

Privacy Management Office
University of California, Los Angeles
10833 Le Conte Ave., CHS - Suite BH-225
Los Angeles, CA 90095
Phone: (310) 825-6021

Merced***Subpoenas:***

Office of Legal Affairs
c/o Chief Campus Counsel Elisabeth Gunther
Kolligian Library, 3rd Floor
UC Merced
5200 North Lake Rd
Merced, CA 95343

**Office of the President
(UCOP)**

Office of Risk Services
1111 Franklin Street, 10th Floor
Oakland, CA 94607
Phone: (510) 987-9826

CAMPUS**ADDRESS & PHONE****Riverside*****Payroll and Personnel Records:***

Payroll Office/Accounting Services Office
1201 University Avenue, Suite 208
Riverside, CA 92507
Phone: (951) 827-3303

Medical Records-Students:

UC Riverside Campus Health Center
900 University Avenue
Riverside, CA 92521
Phone: (951) 827- 3031

Bankruptcy Court Notices:

Student Business Services
900 University Avenue
Riverside, CA 92521

Counseling Center Records:

UC Riverside
Counseling and Psychological Services
404 Veitch Center, North Wing
Riverside, CA 92521
Phone: (951) 827-5531

Student Records, other than Medical or Counseling:

Office of the Registrar
2249 Student Services Bldg.
University of California, Riverside
Riverside, CA 92521-0118
Phone: (951) 827-5977

*Subpoenas for Individuals to appear must be served on the individual

San Diego***Campus and Medical Center Records (other than medical records):***

Campus Risk Management
Phone: (858) 534-2454

Physical Address:

10280 North Torrey Pines Road, Suite 330
La Jolla, CA 92037

Mailing Address:

9500 Gilman Drive
La Jolla, CA 92093-0925

Billing Records

Patient Financial Services
6333 Greenwich Drive, Suite 170
San Diego, CA 92122
Phone: (858) 657-8900

CAMPUS**ADDRESS & PHONE*****Professional Fees Billing***

UCSD Medical Group
Phone: (619) 543-1835

Patient Medical Records:

UCSD Healthcare Health Information Services
Phone: (619) 543-6704
Physical Address:
200 West Arbor Drive
San Diego, CA 92103

***Individual/Doctor involving University/Hospital Business
Depositions:***

UC San Diego
Department of Risk Management
200 West Arbor Drive
San Diego, CA 92103-8976
Phone: (619) 543-2042

Radiology Records

Radiology File Room
200 W. Arbor Drive, MC 8756
San Diego, CA 92103
Phone: (619) 543-6586

San Francisco***Payroll/Personnel Records (for both campus and MC):***

Accounting/Payroll Department
1855 Folsom Street, MCB 425
San Francisco, CA 94143-0812
Phone: (415) 476-3836

Medical Patient Records:

Health Information Management Services
185 Berry St., Lobby 1, Suite 2000
San Francisco, CA 94107
Phone: (415) 353-2885

San Francisco Medical Center***Individual/Doctor involving University/Hospital
Business Depositions:***

Risk Management, Medical Center
350 Parnassus Ave., Suite 507, Box 0207
San Francisco, CA 94143-0207

CAMPUS**ADDRESS & PHONE*****Individual/Doctor involving Depositions re Patient Care at San Francisco General Hospital:***

UCSF Office of Risk Management at SFGH
San Francisco General Hospital
Box 0872, 1001 Potrero Avenue
Building 20, Room 2103
San Francisco, CA 94110
Phone: (415) 206-6052

Personnel Records (UCSF Medical Center Faculty & Staff Personnel, Medical Residents, Postdoctoral Scholars):

UCSF Accounting/Payroll
1855 Folsom St., MCB 425
San Francisco, CA 94143-0812
Phone: (415) 476-3836

Records Pertaining to San Francisco General Hospital:

San Francisco General Hospital Medical Center
Health Information Services, Main Hospital
1001 Potrero Avenue, Room 2B5
San Francisco, CA 94110-3518
Phone: (415) 206-6213

Records Pertaining to UCSF Fresno:

UCSF Fresno Medical Education Program
155 N. Fresno Street
Fresno, CA 93701-2302

Transcripts:

Office of the Registrar
190 Hahn Student Service Building
University of California, Santa Cruz
Santa Cruz, CA 95064
Phone: (831) 459-5604

Santa Cruz***All Other Records:***

Information Practices
Office of the Campus Counsel
200 Clark Kerr Hall
University of California, Santa Cruz
Santa Cruz, CA 95064
Phone: (831) 459-2058

Santa Barbara***Subpoenas:***

Risk Management
Environmental Health & Safety
565 Mesa Road
Santa Barbara, CA 93106-5132
Phone: (805) 893-4440

Exhibit C

Related UCLA Designated Custodians of Record

Type of Record	Custodian of Records	Location	Phone
Patient Medical Records UCLA Medical Center and Santa Monica-UCLA Medical Center	Medical Record Custodians	BH-927 CHS	(310) 825-6602 or (310) 794-5146
Patient Medical Records UCLA NPH	NPH Medical Records Medical Record Custodian (Psych)	300 Medical Plaza, Ste 500A Los Angeles, CA 90095	(310) 206-8182
Primary Care Network Patient Medical Records	Contact location where service was rendered		
Professional Support Services Billing	Director Professional Support Services	UCLA Century Center Box 951666, Suite 400 Los Angeles, CA 90095-1666	(310) 301-8900
Employment Records Physicians	Director, SOM Dean's Office Academic Affairs	924 Westwood Blvd. Suite 545	(310) 794-8192
Patient Accounts	Health Advocates Patient Business Services Correspondence Manager	10920 Wilshire Blvd. Suite #1600	(310) 794-8426
Radiology	Radiology - Film Library File Room/Film Release	200 Medical Plaza B165-11	(310) 825-6425
Pathology	Manager, Surgical Pathology	Reporting Office, AR-105 CHS	(310) 825-6596
Medical Center Policies and Procedures (Administrative & Nursing)	Office of Licensing and Policy	200 Med Plaza, Ste 202	(310) 206-4707
Dental Records (Faculty Group Practice)	MSO	100 Med Plaza, Ste 350	(310) 794-5750
Dental Records (Student Practice)		10-138 CHS Dentistry Bldg.	(310) 825-3195
Student Health Medical Records	Medical Records Asst.	Ashe Student Health & Wellness Ctr. 221 Westwood Plaza	(310) 825-4694
Academic Records Medical School	Director	SOM Office of Student Affairs	(310) 825-3970
Academic Records Dental School	Assistant Dean	School of Dentistry AO53-038 Dentistry Bldg.	(310) 825-0030
Financial Records & Public Records Requests	Director, Bus. & Admin. Services	10920 Wilshire Blvd., Suite 600	(310) 794-8686