

Legal Issues

1. Do not sign anything as you are not required to do so. You may accept the document, but do not state that you are authorized to accept service.
2. Do not date stamp anything that you are giving the process server. Document may be date stamped once you have taken it from the process server and it becomes Nassau BOCES property.
3. Do not volunteer any information.
4. Liens can only be accepted by James Widmer, Deputy Superintendent, 71 Clinton Road, Garden City, NY.
5. Subpoenas for Student Records, Subpoenas for Testimony, and Subpoenas for Employee Records may be accepted by you following step 1 above and sent immediately to the District Superintendent's office. It will then be determined if we need to comply by the District Superintendent's office. The District Superintendent's office will send the originals to Human Resources.
6. All **Notice of Claims** must be accepted by a Central Office administrator and be signed by that administrator.

Legal Document Transmittal Form

Directions:

1. Please fill out this form when you receive any type of legal document (including requests for student or employee records).
2. Forward the completed form and the original document to Selma Stoddard in Human Resources as soon as possible.
3. Do not send it to your Executive Director. Human Resources will forward to the attorneys and the department concerned.
4. For further information or immediate assistance, please call Selma Stoddard at 516 396-2360.

Case Name: _____

Type of Document: _____

I. Receipt of Document

Date Received: _____ Time: _____ AM _____ PM

Where Received: _____ Who Received/Signed: _____

Person's position or title: _____

II. How Received:

☐ Regular Mail ☐ Registered Mail ☐ Certified Mail

☐ Personal Delivery ☐ Other _____

III. Name or description of person delivering document:

IV. Please attach **actual** envelope received.

V. Person completing the form:

Name _____

Title _____

Date _____

VI. Signature for Notice of Claims by Authorized Administrator _____

To be filled out by Human Resources:

☐ Pending ☐ Action Taken: _____

☐ Action to be taken by: _____

Copies sent to:

☐ District Superintendent

☐ Deputy or Assoc. Superintendent

☐ Executive Director of _____

☐ Insurance Company

☐ Attorney _____

☐ Ingerman Smith _____

☐ _____