

**Legal Document Transmittal Form**

**Directions:**

1. Please fill out the form above 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 at Clinton Road, Garden City as soon as possible.
3. Do not send it to your Executive Director. Tula will forward to the attorneys and the departments concerned.
4. For further information or immediate assistance, please call Selma Stoddard at 516 396-2360 or Teresa Scaturro at 516 396-2202.

**(Turn over for further information)**

CaseName: \_\_\_\_\_

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 by Adult       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 Superintendent  
                           Executive Director of \_\_\_\_\_       Insurance Company  
                           Attorney \_\_\_\_\_       \_\_\_\_\_

## **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. Don't 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 our property.**
- 3. Don't volunteer any information.**
- 4. Liens can only be accepted by James Widmer, Associate Superintendent of Business Services, 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 #1 above and sent immediately to the District Superintendent's office. It will be determined if we need to comply by the District Superintendent's office.**
- 6. All **Notice of Claims** must be accepted by a central office administrator and be signed by that administrator.**