

***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, 8<sup>th</sup> 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, 8<sup>th</sup> Floor, Oakland, CA 94607.

The OGC is also authorized to accept service on behalf of certain designated officers, including Chancellors, the President of the University, and the General Counsel. 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**

<b>CAMPUS</b>	<b>ADDRESS &amp; PHONE</b>
<b>Berkeley</b>	2199 Addison St., Suite 615 Berkeley, CA 94720-4208 FAX: (510) 643-0281 Phone: (510) 642-5141
<b>Agriculture &amp; Natural Resources (ANR)</b>	Director Robin Sanchez UC Agriculture and Natural Resources Policies, Compliance, and Programmatic Agreements 2801 Second Street Davis, CA 95618-7774 (530) 750-1235  Backup: Director Brian Oatman UC Agriculture and Natural Resources Office of Risk Services 2801 Second Street Davis, CA 95618-7774 Phone: (530) 750-1264
<b>Davis</b>	Risk Management 276 Hoagland Hall University of California One Shields Avenue Davis, CA 95616 FAX: 530-752-3439 Phone: (530) 752-1247
<b>Davis Medical Center</b>	Risk Management 2300 Stockton Blvd. Sacramento, CA 95817 FAX: 916-734-2429 Phone: (916) 734-3883
<b>Irvine</b>	University of California, Irvine 204 Aldrich Hall Irvine, CA 92697-2725 FAX: 949-824-8539 Phone: (949) 824-6200
<b>Irvine Medical Center</b>	UCIMC Risk & Regulatory Affairs 101 The City Drive, Bldg. 53, Ste. 100s Orange, CA 92868 FAX: 714-456-8619 Phone: (714) 456-5676

CAMPUS	ADDRESS & PHONE
<b>Los Angeles</b>	10920 Wilshire Blvd., #860 Los Angeles, CA 90024 FAX: 310-794-6957 Phone: (310) 794-6948
<b>Los Angeles Medical Center</b>	10920 Wilshire Blvd., #430 Los Angeles, CA 90024 FAX: 310-794-5883 Phone: (310) 794-3501
<b>Merced</b>	Office of Risk Services 5200 N. Lake Road Merced, CA 95343 Phone: (209) 228-4705
<b>Office of the President (UCOP)</b>	1111 Franklin St., 8th Floor Oakland, CA 94607-5200 FAX: 510-987-9757 Phone: (510) 987-9800
<b>Riverside</b>	UCR Risk Management 900 University Avenue Surge Building; #376 Riverside, CA 92521 FAX: 951-827-3202 Phone: (951) 827-8224
<b>San Francisco</b>	UCSF Risk Management & Insurance Services 3333 California St., LH 325 Box 1338 San Francisco, CA 94143 FAX: 415-502-7476 Phone: (415) 476-2498
<b>San Francisco Medical Center</b>	UCSF Risk Management & Insurance Services 3333 California St., LH 325 Box 1338 San Francisco, CA 94143 FAX: 415-502-7476 Phone: (415) 476-2498
<b>San Francisco Medical Center (Clinical Care not SFGH or Fresno)</b>	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 404  
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 <a href="#">UCB Custodians</a>
<b>Agriculture &amp; Natural Resources (ANR)</b> <i>Subpoenas and Records:</i>	Director Robin Sanchez UC Agriculture and Natural Resources Policies, Compliance, and Programmatic Agreements 2801 Second Street Davis, CA 95618-7774 (530) 750-1235
<b>Davis</b>	<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  <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> University of California, Irvine 4600 Health Sciences Road Irvine, CA 92697-2725 Phone: (949) 824-6200
<b>Irvine</b>	
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:***

UCM Office of Legal Affairs  
767 E. Yosemite Avenue, Suite C  
Merced, CA 95340  
Phone: (209) 228-2406

**Office of the President  
(UCOP)**

Office of Risk Services  
1111 Franklin Street, 10<sup>th</sup> Floor  
Oakland, CA 94607  
Phone: 510-987-9832

**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 404  
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*

<b>Type of Record</b>	<b>Custodian of Records</b>	<b>Location</b>	<b>Phone</b>
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