

***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

The OGC does not accept service of Earnings Withholding Orders (Wage Garnishment). If such orders relate to University of California Office of the President (“UCOP”) employees, they must be served on UCLA Corporate Financial Services on the 6th Floor of UCLA Wilshire Center, Los Angeles (contact 310-794-8736). Service of such orders relating to employees on UC campuses or medical centers should 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.

Only if the University of California Office of the President is the custodian of the requested records will OGC attorneys accept service of a subpoena duces tecum for records. When non-UCOP records are sought, the appropriate campus office, noted on **Exhibit B** hereto, should be served. (CCP 2020.220(b)(2))

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Exhibit A
Campus Risk Managers

CAMPUS	ADDRESS & PHONE	CAMPUS	ADDRESS & PHONE
Agriculture & Natural Resources (ANR)	Office of the President 1111 Franklin St, 6 th Floor Oakland, CA 94607-5200 FAX: (510) 987-0965 Phone: 510-987-0085	Berkeley	613 University Hall Berkeley, CA 94720 FAX: (510) 643-5050 Phone: 510-643-4171
Davis	202 Cousteau Place Davis, CA 95616 FAX: (530) 757-8385 Phone: 530-757-8389	Davis Medical Center	2300 Stockton Blvd. Sacramento, CA 95817 FAX: (916) 734-2429 Phone: 916-734-1110
Santa Cruz	1156 High Street Santa Cruz, CA 95064 FAX: (831) 459-3268 Phone: 831-459-3261	Office of the President and Merced	1111 Franklin St., 10 th Floor Oakland, CA 94607-5200 FAX: (510) 987-9833 Phone: 510-987-9826
San Francisco	3333 California St., LH 325 San Francisco, CA 94143-1338 FAX: (415) 502-7476 Phone: 415-502-4485	Riverside	Office of Insurance, Risk Management & Business Agreements Riverside, CA, 92521 FAX: (951) 827-5392 Phone: 951-827-3095
Irvine	250 Public Services Building Irvine, CA 92697-4530 FAX: (949) 824-2141 Phone: 949-824-7419	Irvine Medical Center	101 The City Drive, Rte. 153 Building 26, Room 81 Orange, CA 92868 FAX: (714) 456-8619 Phone: 714-456-5676
Los Angeles	10920 Wilshire Blvd., #860 Los Angeles, CA 90024-6502 310-794-6948 FAX: (310) 794-6957 Phone: 310-794-8013	Los Angeles Medical Center	10920 Wilshire Blvd., #420 Los Angeles, CA 90024 FAX: 310-794-3313 Phone: 310-794-3500
Santa Barbara	Business Services Santa Barbara, CA 93106 FAX: (805) 893-8521 Phone: 805-893-2570		
San Diego	9500 Gilman Drive -0925 La Jolla, CA 92093 FAX: (858) 534-5202 Phone: 858-534-3782	San Diego Medical Center	200 West Arbor Drive San Diego, CA 92103-8976 FAX: (619) 543-6255 Phone: 619-543-6635

Exhibit B
Campus and Medical Center Offices for Service Purposes

UC Berkeley	
<p><i>Academic and Staff Personnel records:</i> Payroll Office 171 University Hall, (MC 1104) Berkeley, CA 94720-1104 Phone: (510) 642-1336</p>	<p><i>Business and Administrative Services records:</i> Vice Chancellor – Administration and Finance 200 California Hall, (MC 1500) Berkeley, CA 94720-1500 Phone: (510) 643-3003</p>
<p><i>Chancellor’s Office Records:</i> Chancellor’s Communications & Resource Center 200 California Hall, (MC 1500) Berkeley, CA 94720-1500 Phone: (510) 643-7311</p>	<p><i>Executive Vice Chancellor and Provost's records:</i> Executive Vice Chancellor and Provost 200 California Hall, (MC 1500) Berkeley, CA 94720-1500 Phone: (510) 642-1962</p>
<p><i>Legal Affairs, Campus Subpoena resource:</i> Principal Legal Analyst 200 California Hall, (MC 1500) Berkeley, CA 94720-1500 Phone: (510) 643-8193</p>	<p><i>Police Department records:</i> UC Berkeley Police Department 1 Sproul Hall, (MC 1199) Berkeley, California 94720-1199 Phone: (510) 642-3679</p>
<p><i>Research records:</i> Office of Laboratory Animal Care 203 Northwest Animal Facility, (MC 7150) Berkeley, CA 94720-7150 Phone: (510) 643-6835</p>	<p><i>Student records (excluding Student Conduct Records):</i> Office of the Registrar 120 Sproul Hall, (MC 5404) Berkeley, CA 94720-5404 Phone: (510) 642-1883</p>
<p><i>Student Affairs records (including Student Conduct Records):</i> Student Affairs 130 California Hall, (MC 1504) Berkeley, CA 94720-1504 Phone: (510) 642-1980</p>	<p><i>University Relations records:</i> Associate Vice Chancellor-University Relations 2080 Addison Street Berkeley, CA 94720-4200 Phone: (510) 642-6155</p>
UC Davis	
<p><i>Campus records:</i> Information Practices Coordinator Mrak Hall, Room 230 University of California, Davis One Shields Avenue Davis, CA 95616 Phone: (530) 754-6295</p>	<p><i>Medical Center records:</i> Health Information Management Privacy & Security Unit 2315 Stockton Boulevard MRB #12 Sacramento, CA 95817 Phone: (916)734-5205</p>

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UC Irvine	
<p><i>Student Health records (exclusively):</i> 501 Student Health Center (Corner of E. Peltason & Pereira Dr.) Irvine, CA 92697-5200 (949) 824-5137</p>	<p><i>Police records or officer witness (only):</i> UCIPD 100 Public Services Building Irvine, CA 92697-5200 (949) 824-6909</p>
<p><i>All other campus records or combination of records:</i> Insurance and Risk Management 250 Public Services Building Irvine, CA 92697 (949) 824-3257</p>	
UCI Medical Center	
<p><i>Patient Medical records:</i> UCI Medical Center – Records Office, Subpoena Unit 101 The City Drive, Bldg. 25 Orange, CA 92868</p>	<p><i>Employees' Worker's Comp records (only):</i> Human Resources 200 S. Manchester Ave. Orange, CA 92868 (714) 456-6005</p>
<p><i>UCIMC or College of Medicine physician records not previously described and all subpoenas and deposition subpoenas involving UCIMC faculty and staff:</i> UCIMC Risk Management 100 The City Drive, Bldg. 26, Rm. 802 Orange, CA 92868 (714) 456-5676</p>	
UC Los Angeles	
<p><i>Campus records:</i> Director – Records Management & Information Practices Corporate Financial Services University of California, Los Angeles 10920 Wilshire Blvd., Suite 530 Los Angeles, CA 90024-6541 Phone: (310) 794-8741</p>	<p><i>Employment Records:</i> Records Management & Information Practices University of California, Los Angeles 10920 Wilshire Blvd., Suite 530 Los Angeles, CA 90024-6541 Phone: (310) 794-8960</p>
<p><i>Financial & Business Records:</i> Records Management & Information Practices University of California, Los Angeles 10920 Wilshire Blvd., Suite 530 Los Angeles, CA 90024-6541</p>	<p><i>Public Records Requests:</i> Records Management & Information Practices University of California, Los Angeles 10920 Wilshire Blvd., Suite 530 Los Angeles, CA 90024-6541</p>

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Phone: (310) 794-8741		Phone: (310) 794-8741	
UCLA Medical Center			
<i>Employment Records:</i> Records Management & Information Practices University of California, Los Angeles 10920 Wilshire Blvd., Suite 530 Los Angeles, CA 90024-6541 Phone: (310) 794-8960		<i>Financial & Business Records:</i> Records Management & Information Practices University of California, Los Angeles 10920 Wilshire Blvd., Suite 530 Los Angeles, CA 90024-6541 Phone: (310) 794-8741	
<i>Public Records Requests:</i> Records Management & Information Practices University of California, Los Angeles 10920 Wilshire Blvd., Suite 530 Los Angeles, CA 90024-6541 Phone: (310) 794-8741			
<i>Other UCLA Medical Center Records</i>			
Type of Record	Custodian of Records	Location	Phone Area Code 310
Patient Medical Records UCLA Medical Center and Santa Monica-UCLA Medical Center	Medical Record Custodians	BH-927 CHS	825-6602 or 794-5146
Patient Medical Records UCLA NPH	NPH Medical Records Medical Record Custodian (Psych)	4248B RNPH RRUCLAMC	267-9154
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	301-8900
Employment Records	Records Management	10920 Wilshire Blvd. 5 th Fl., Suite 500	794-8960
Employment Records Physicians	Director, SOM Dean's Office	924 Westwood Blvd.	794-8192

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	Academic Affairs	Suite 545	
Patient Accounts	Health Advocates Patient Business Services Correspondence Manager	10920 Wilshire Blvd. Suite #1600	794-8426
Radiology	Radiology - Film Library File Room/Film Release	200 Medical Plaza B165-11	825-6425
Pathology	Manager, Surgical Pathology	Reporting Office, AR-105 CHS	825-6596
Medical Center Policies and Procedures (Administrative & Nursing)	Office of Licensing and Policy	Ste 202, 200 Med Plaza	206-4707
<i>Related UCLA Designated Custodians of Record</i>			
Dental Records (Faculty Group Practice)	MSO	100 Med Plaza Ste 350	794-5750
Dental Records (Student Practice)		10-138 CHS Dentistry Bldg.	825-3195
Student Health Medical Records	Medical Records Asst.	Ashe Student Health & Wellness Ctr. 221 Westwood Plaza	825-4694
Academic Records Medical School	Director	SOM Office of Student Affairs	825-3970
Academic Records Dental School	Assistant Dean	School of Dentistry AO53-038 Dentistry Bldg.	825-0030
Financial Records & Public Records Requests	Director, Bus. & Admin. Services	10920 Wilshire Blvd., Suite 600	794-8686
UC Merced		UCOP	
<i>Subpoenas:</i> Associate Chancellor and Chief of Staff Kolligian Library, 3 rd Floor UC Merced 5200 North Lake Rd Merced, CA 95343 (209) 228-4419		Office of Risk Services 1111 Franklin Street, 10 th Floor Oakland, CA 94607 Phone: (510) 987-9826	

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UC Riverside	
<i>Payroll and Personnel records:</i> Payroll Office/Accounting Services Office 1201 University Avenue, Suite 208 Riverside, CA 92507 (951) 827-1957	<i>Payroll and Personnel records:</i> Payroll Office/Accounting Services Office 1201 University Avenue, Suite 208 Riverside, CA 92507 (951) 827-3303
<i>Student records:</i> Office of the Registrar 2249 Student Services Bldg University of California, Riverside Riverside, CA 92521-0118 (951) 827-5977	
UC San Diego	
<i>Campus and Medical Center records (other than medical records):</i> Campus Risk Management (858) 534-2454 <u>Physical Address:</u> 10280 North Torrey Pines Road, Suite 330 La Jolla, CA 92037 <u>Mailing Address:</u> 9500 Gilman Drive La Jolla, CA 92093-0925	<i>Medical records:</i> UCSD Healthcare Health Information Services (619) 543-6704 <u>Physical Address:</u> 200 West Arbor Drive San Diego, CA 92103 <u>Mailing Address:</u> 9500 Gilman Drive La Jolla, CA 92093-8825
UC San Francisco	
<i>Personnel Records (UCSF Campus & Medical Center faculty & staff personnel, medical residents, postdoctoral scholars):</i> UCSF Accounting/Payroll 1855 Folsom St., MCB 425 San Francisco, CA 94143-0812	<i>Student records:</i> UCSF Office of the Registrar 500 Parnassus Ave MU-200W Box 0244 San Francisco CA 94143-0244
<i>Property/General Liability Claim or Litigation records:</i> Director, Risk Management and Insurance Services University of California, San Francisco 3333 California St., LH 325 San Francisco, CA 94143-1338	
UCSF Medical Center	

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<p><i>Medical Records (routine, including billing records):</i> UCSF Medical Center Health Information Management Services 185 Berry St., Lobby 1, Suite 2000 Box 0308 San Francisco, CA 94143-0308</p>	<p><i>Medical Malpractice/Professional Liability Claim or Litigation records:</i> Director, Risk Management UCSF Medical Center 350 Parnassus Ave., Suite 507 San Francisco, CA 94143-0207</p>
<p><i>Personnel Records (UCSF Medical Center faculty & staff personnel, medical residents, postdoctoral scholars):</i> UCSF Accounting/Payroll 1855 Folsom St., MCB 425 San Francisco, CA 94143-0812</p>	
UC Santa Cruz	
<p><i>Transcripts:</i> Office of the Registrar 190 Hahn Student Service Building University of California, Santa Cruz Santa Cruz, CA 95064 Phone: (831) 459-5604</p>	<p><i>All Other records:</i> Information Practices Officer Office of the Campus Provost/ Executive Vice Chancellor 200 Clark Kerr Hall University of California, Santa Cruz Santa Cruz, CA 95064 Phone: (831) 459-2058</p>
UC Santa Barbara	Division of Agriculture & Natural Resources (ANR)
<p>Risk Management Environmental Health & Safety 565 Mesa Road Santa Barbara, CA 93106 (805) 893-2860</p>	<p><i>Subpoenas and Records to:</i> Catherine Montano Information Practices Coordinator 1111 Franklin Street, 10th Floor Oakland, CA 94607 Phone: (510) 987-0103</p>