

***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	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	276 Hoagland Hall University of California One Shields Avenue Davis, CA 95616 FAX: 530-752-3439 Phone: (530) 752-1247	Davis Medical Center	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
Los Angeles	10920 Wilshire Blvd., #860 Los Angeles, CA 90024-6502 FAX: 310-794-6957 Phone: (310) 794-8013	Los Angeles Medical Center	10920 Wilshire Blvd., #430 Los Angeles, CA 90095-7046 FAX: 310-794-3313 Phone: (310) 794-3500
Merced	Office of Risk Services 1715 Canal Street Merced, CA 95340 Phone: (209) 228-4705	Office of the President	1111 Franklin St., 10th Floor Oakland, CA 94607-5200 FAX: 510-987-9833 Phone: (510) 987-9826
Riverside	UCR Risk Management 900 University Avenue Surge Building; #376 Riverside, CA 92521 FAX: 951-827-3202 Phone: (951) 827-8224	San Francisco and San Francisco Medical Center	3333 California St., LH 325 San Francisco, CA 94143-1338 FAX: 415-502-7476 Phone: (415) 502-4485
San Diego	9500 Gilman Drive-0925 La Jolla, CA 92093-0925 FAX: 858-534-5202 Phone: (858) 534-2454	San Diego Medical Center	UC San Diego 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

UC Berkeley

See Legal Affairs' list of [UCB Custodians](#)

Division of Agriculture & Natural Resources (ANR)

Subpoenas and Records (either Davis or Oakland location is acceptable):

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

UC Davis

Campus Records:
Information Practices Coordinator
Mrak Hall, Room 230
University of California, Davis
One Shields Avenue
Davis, CA 95616
Phone: (530) 754-6295

Medical Center Records:
Health Information Management
Privacy & Security Unit
2315 Stockton Boulevard MRB #12
Sacramento, CA 95817
Phone: (916) 734-5205

UC Irvine

Student Health Records (exclusively):
501 Student Health Center (Corner of E.
Peltason & Pereira Dr.)
Irvine, CA 92697-5200
Phone: (949) 824-5137

Police Records or Officer Witness (only):
UCIPD
100 Public Services Building
Irvine, CA 92697-5200
Phone: (949) 824-6909

*All Other Campus Records or Combination of
Records:*
Insurance and Risk Management
250 Public Services Building
Irvine, CA 92697
Phone: (949) 824-3257

UCI 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

UC Los Angeles

Campus records:

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

Employment Records:

Records Management & Information Practices
University of California, Los Angeles
10920 Wilshire Blvd., Suite 530
Los Angeles, CA 90024-6541
Phone: (310) 794-8960

Financial & Business Records:

Records Management & Information Practices
University of California, Los Angeles
10920 Wilshire Blvd., Suite 530
Los Angeles, CA 90024-6541
Phone: (310) 794-8741

Public Records Requests:

Records Management & Information Practices
University of California, Los Angeles
10920 Wilshire Blvd., Suite 530
Los Angeles, CA 90024-6541
Phone: (310) 794-8741

UCLA Medical Center

Employment Records:

Records Management & Information Practices
University of California, Los Angeles
10920 Wilshire Blvd., Suite 530
Los Angeles, CA 90024-6541
Phone: (310) 794-8960

Financial & Business Records:

Records Management & Information Practices
University of California, Los Angeles
10920 Wilshire Blvd., Suite 530
Los Angeles, CA 90024-6541
Phone: (310) 794-8741

Public Records Requests:

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)	300 Medical Plaza, Suite 1500A Los Angeles, CA	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	301-8900
Employment Records	Records Management	10920 Wilshire Blvd. 5 th Fl., Suite 500	794-8960
Employment Records Physicians	Director, SOM Dean's Office Academic Affairs	924 Westwood Blvd. Suite 545	794-8192
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
------------------	-------------

<p><i>Subpoenas:</i> Associate Chancellor Kolligian Library, 3rd Floor UC Merced 5200 North Lake Rd Merced, CA 95343</p>	<p>Office of Risk Services 1111 Franklin Street, 10th Floor Oakland, CA 94607 Phone: (510) 987-9826</p>
---	--

UC Riverside

<p><i>Payroll and Personnel Records:</i> Payroll Office/Accounting Services Office 1201 University Avenue, Suite 208 Riverside, CA 92507 (951) 827-3303</p> <p><i>Bankruptcy Court Notices:</i> Student Business Services 900 University Avenue Riverside, CA 92521</p> <p><i>Student Records, other than Medical or Counseling:</i> Office of the Registrar 2249 Student Services Bldg. University of California, Riverside Riverside, CA 92521-0118 Phone: (951) 827-5977</p> <p>*Subpoenas for Individuals to appear must be served on the individual</p>	<p><i>Medical Records-Students:</i> UC Riverside Campus Health Center 900 University Avenue Riverside, CA 92521 Phone: (951) 827- 3031</p> <p><i>Counseling Center Records:</i> UC Riverside Counseling Center Veitch Student Center, North Wing Riverside, CA 92521 Phone: (951) 827-8255</p>
--	--

UC 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

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

UC 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

UCSF Medical Center	
<p><i>Medical Patient Records:</i> Health Information Management Services 185 Berry St., Lobby 1, Suite 2000 San Francisco, CA 94107 Phone: (415) 353-2885</p>	<p><i>Individual/Doctor involving University/Hospital Business Depositions:</i> Risk Management, Medical Center 350 Parnassus Ave., Suite 507, Box 0207 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 Phone: (415) 476-3836</p>	<p><i>Individual/Doctor involving Depositions re Patient Care at San Francisco General Hospital:</i> UCSF Office of Risk Management at SFGH San Francisco General Hospital Box 0872, 1001 Potrero Avenue Building 20, Room 2103 San Francisco, CA 94110 FAX: 415-206-3665 Phone: (415) 206-6052</p>
<p><i>Records Pertaining to UCSF Fresno:</i> UCSF Fresno Medical Education Program 155 N. Fresno Street Fresno, CA 93701-2302</p>	<p><i>Records Pertaining to San Francisco General Hospital:</i> 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 Fax: (415) 206-8623</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 Office of the Campus Counsel 200 Clark Kerr Hall University of California, Santa Cruz Santa Cruz, CA 95064 Phone: (831) 459-2058</p>
UC Santa Barbara	
<p><i>Subpoenas:</i> Risk Management Environmental Health & Safety 565 Mesa Road Santa Barbara, CA 93106-5132 Phone: (805) 893-4440</p>	

