

## **15. WHO MAY ACCEPT SERVICE OF PROCESS FOR THE UNIVERSITY?**

In your professional capacity at the University, you may be contacted or approached by a process server who is paid to deliver legal documents in accordance with State and Federal rules. The most common legal documents that are served are:

Subpoena: This document requires a person/institution to provide testimony and/or documents.

Summons and Complaint: These serve as notice that a lawsuit has been filed.

Wage Garnishment: Court order compelling the University to withhold some portion of an employee's wages and apply those funds toward a monetary obligation.

All subpoenas, summonses and other liability claims must be served on the Registered Agent. In the event another office/employee is served, please notify the Office of General Counsel immediately. Please keep in mind that court orders are time sensitive and have a court imposed deadline. No records will be made available without clearance from the Office of General Counsel.

*If a process server asks you to accept any document on behalf of UM, decline and refer them to the **Registered Agent**.*

**The Registered Agent for the University is:  
Andrea Orange  
Executive Director of Risk Management  
Gables One Tower  
1320 South Dixie Highway, Suite 1200  
Coral Gables, Florida 33146**