



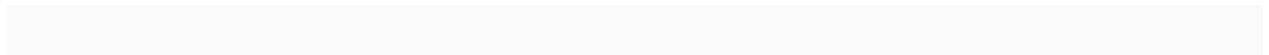
Department of Risk Management

How to Respond to a Subpoena

A subpoena for the personal appearance of a CSUSB witness must be served on that witness as provided by the appropriate statute.

A subpoena for CSUSB business records must be personally served on the custodian of records wherever the records are located within CSUSB. The Office of General Counsel does not accept service of subpoenas for records other than its own. The Custodian of Records (COR) for students' records is the Department of Student Affairs, the campus personnel records are maintained at the Human Resources Office, SH-110.

For more information see [The Subpoena Handbook](#)



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