

Subpoena Guidelines

California State University, San Bernardino is occasionally served with subpoenas in civil lawsuits, criminal cases, and other kinds of formal proceedings. A subpoena is a time-sensitive legal request for information and is equivalent to a direct order from a court. If someone tries to serve a subpoena to your department, direct the server to Risk Management. Do not accept the subpoena for Records or Appearance and Records relating to a staff member. Responses to questions about students, faculty or staff should not be provided either. Please refer the servers to Jorge Jimenez Chilin, Custodian of Records, in the Office of Risk Management, SH 110A.

In general, there are three different types of subpoenas served on campus:

1. **Appearance Only** – requires only the personal attendance of a witness; must be personally served on the person who is being subpoenaed.
2. **Records Only** – requires only the production of documents, and not a witness; served on the Custodian of Record (COR) for the campus.
3. **Appearance and Records** – requires both the personal attendance of a witness and the production of documents; served on the Custodian of Records (COR) for the campus.

CSUSB's subpoena fee is \$50, which covers labor, administrative costs, and postage.

Should you have any questions, please contact Jorge Jimenez Chilin via email or phone, 909-537-3939. You may also reference the [Procedures for Handling Law Enforcement Inquiries and Subpoenas](#) policy for more information.