

## Legal Services Guidelines

If issued a summons, subpoena, court order, complaint or other court document relating to a University matter (as distinct from a private, personal issue), please read the guidelines below:

- Act promptly as time limits for answering court documents are typically very short, with some situations only allowing 20 days for response and a late reply could jeopardize the University's legal rights.
- Contact James Thelen, General Counsel for the University of Maine System, at 207.627.3441 and fax documents to 207.621.3074.
- Keep a copy of any paperwork received for your own records.
- In the event of a complaint or notice related to an agency dealing with a discrimination investigation, please fax the paperwork to the Office of Equal Opportunity at 207-581-1227 and a copy will be forwarded to legal counsel.