

How to Respond to a Subpoena

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

A subpoena for **CSUN business records** must be personally served on the custodian of records wherever the records are located within CSUN. 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, UN 170.

For more information see:

[The Subpoena Handbook](#)

[Online Subpoena Training](#)

Any questions should be addressed to the CSUN legal representative in the Office of General Counsel at the Chancellor's Office, (562) 951-4500. Remember that there is a limited time for your response as specified in the subpoena.