



**BROOKLYN LAW SCHOOL  
SERVICE OF PROCESS POLICY**

**Issuing Authority:** The President and Dean of Brooklyn Law School

**Responsible Officers:** The General Counsel and Chief Compliance Officer

**Date Issued:** February 4, 2015

**Latest Revision:** October 18, 2019

**I. POLICY**

The following visitors, requests, and documents are to be referred to the Office of the General Counsel and Chief Compliance Officer:

- (1) All process servers;
- (2) All record requests, subpoenas, and demand letters; and
- (3) All government auditors, inspectors, and agents, including any agents from the Federal Bureau of Investigation, Homeland Security, and the United States or New York Department of Labor, who appear on the Brooklyn Law School Campus unannounced and request information.

Contact the General Counsel's Office at (718)780-7561, or [legal@brooklaw.edu](mailto:legal@brooklaw.edu).

**II. DISCLAIMER**

This policy does not form an agreement of any kind and may be altered, modified, or rescinded at the discretion of Brooklyn Law School.