

INTERNAL MEMORANDUM

TO: PEG, Academic Cabinet, AVP offices, Directors of Administration in Academic and Administrative Offices

FROM: Frederica Jacobs, Secretary-General and General-Counsel

DATE: June 11, 2025

SUBJECT: Procedures and Guidelines for subpoenas and seizures

Greetings to all:

As you know, legal documentation including claims and subpoenas are occasionally served/delivered at the University. These documents and claims can be delivered by Bailiff (Huissier in French), by registered mail and even in some cases, by email. Unfortunately, there is no real degree of consistency as to how and where these documents and claims are served/delivered at the University. Bailiffs' offices in Quebec should know to serve/deliver such documentation at the Office of the University Secretariat. Occasionally however, the service/delivery is erroneously made elsewhere at the University. With this in mind, and to efficiently deal with incoming and time sensitive legal documentation, the University Secretariat has put together the guidelines below.

For legal documentation served upon the University when it:

- **Pertains to the University;**
- **Requires action on the part of the University; or**
- **Relates to an employee of the University in their capacity as an employee.**

In any of these situations:

- If a Bailiff attempts to serve legal documentation in person at a University office, the Bailiff should be directed to the University Secretariat (1550 de Maisonneuve West, suite GM 620).
- No employee should accept delivery/service of any legal documentation that is not in their own name/addressed to them.
- Should any legal documentation arrive by registered mail, internal mail, electronically or by messenger, in the name of anyone working at the University that is not you, without delay, it should be forwarded to **Andrea Renaud, Director of the University Secretariat**, who will

distribute it to Legal Services. If appropriate, a Legal Services representative will forward it to the relevant party or parties.

- Should legal documentation arrive in your name requesting your appearance in Court for a University matter or requesting documents from the University, without delay, it should be forwarded, to **Andrea Renaud, Director of the University Secretariat**, who will distribute it to Legal Services. A Legal Services representative will work with you and the relevant persons to explain the process and the expectations.
- Should you receive a request for a seizure/garnishment or seizure in the hands of a third party, without delay, all documents should be sent to **Gabriel Desjardins, Officer, Access and Privacy** (suite GM 620) who will treat the documents and ensure they are sent to the correct Department for processing.

For legal documentation including claims and subpoenas served/delivered directly at the University Secretariat, please rest assured that all appropriate steps will be taken and that any persons involved will be contacted accordingly.

If you have any questions, comments or concerns regarding these guidelines, please email ogc@concordia.ca. **Also, please share this memo with any person at the University who you believe may receive service/delivery of legal documentation at the University.**

Sincerely,

Frederica Jacobs, Secretary General and General Counsel

