Contact between employees and outside attorneys (or their staff) can have significant adverse consequences if not handled properly. Frequently, the contact from an attorney relates to an existing or potential lawsuit. In such cases, it is important to know whether the agency or individual employees might be direct parties to the suit or simply be fact witnesses.

**General Guidance**: If you are contacted by an attorney and have any doubt, refer the matter to your supervisor, department head or the subpoena coordinator in the Office of Finance and Administration.

**Routine Information Request**: Give to attorneys the same information that is normally provided to any other member of the general public, including referral to the agency web site and to press releases, publications and program information. While caution is advised, publicly available informational materials can be provided.

**Interview Request**: An interview of an employee by an attorney related to a lawsuit, emergency response incident, accident, etc. usually should be conducted as a deposition. Refer to Administrative Procedure 70.02 Subpoenas and contact the subpoena coordinator (below).

**Document or Data File Request**: Refer to Administrative Procedure 70.03 Open Records Requests and contact the public information coordinator (below).

**Subpoena**: Refer to Administrative Procedure 70.02 Subpoenas and contact the subpoena coordinator (below).

**Deposition Notice or Request**: A deposition request or notice is treated like a subpoena. Refer to Administrative Procedure 70.02 Subpoenas and contact the subpoena coordinator (below).

**Points of Contact**

Supervisor or Department Head *(Always keep the chain of command informed.)*

Subpoena Coordinator: Katie Fulton 979-458-6648

Public Information Coordinator: Katie Fulton 979-458-6648

CONTACT: Compliance Coordinator, 979-458-6648