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Office of Human Resources

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Office of Human Resources
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Office of Human Resources

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 207-581-1214 and a copy will be forwarded to legal counsel.

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