

ACCEPTANCE OF SERVICE OF PROCESS

This exhibit outlines the steps for the acceptance of service of subpoenas and petitions or complaints against the District. This approval process is exercised as needed.

SERVICE OF PROCESS

Responsible Party	Level of Authority	Requirements and Other Information
Houston Independent School District Board of Education Superintendent or designee General Counsel	Accept subpoenas and petitions or complaints (suits) against the District	The members of the Houston Independent School District (HISD) Board of Education, Superintendent or designee, and general counsel, Legal Services (registered agent for service of process), are the only people who can accept service on behalf of the District. 1. An officer attempting to perfect service should be referred to the proper person. 2. No other person can accept service on behalf of the District even if the person is named as a defendant. 3. Immediately after the service has been accepted by the authorized individual, the petition will be transmitted to the Superintendent or the president of the Board, who will transmit the suit to the general counsel, Legal Services, for an answer.

DISTRICT RECORDS

Responsible Party	Level of Authority	Requirements and Other Information
General Counsel	Accept subpoena or order of court for a record of the District	A subpoena or order of the court for a record of the District will only be accepted by the custodian of the records desired or by the person designated as the custodian's agent.

1. References.

BDD(REGULATION)

2. The general counsel, Legal Services, is responsible for maintenance of this exhibit.