

## **Service of Process Policy**

To: The Brooklyn Law School Community

Fr: Stephanie Vullo, General Counsel and Chief Compliance Officer

Re: Service of Process, Records Requests, Subpoenas, and Unannounced Visits by Governments  
Inspectors, Auditors and Agents

Date Issued: October 6, 2014

Revised: February 21, 2017

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Please be advised that the following documents, requests, and visitors 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.

For all process servers and unannounced visitors, please call the Office Manager at ext. 561 or me at ext. 605 and I will greet the person at the security desk at the 250 Joralemon Street location.

If you have any questions regarding the above, please call or email me at [stephanie.vullo@brooklaw.edu](mailto:stephanie.vullo@brooklaw.edu).

Thank you.