CONTACT WITH GENERAL COUNSEL

I.  REFERENCE:

   A.  President Sproul's memorandum to Vice Presidents and Chief
       Local Administrative Officers, dated June 23, 1958.

II.  POLICY:

   A.  Direct contact (by telephone or letter) with the General Counsel
       may be made only by the Vice Chancellors or Chancellors unless
       otherwise approved by them. All other personnel shall request
       assistance of General Counsel through these officers.

   B.  Except in matters of emergency, all requests for legal opinions
       shall:

       1. Be in writing.

       2. Be addressed to Mr. Woods, Assistant Counsel, c/o General
          Counsel.

       3. Contain a succinct statement of the legal question which
          the writer desires Counsel to answer.

       4. Be accompanied by the departmental file and other
          background data where relevant.

       Except in cases of a routine nature, information copies of
       such written requests shall be sent promptly to the President
       and the Chancellor.

   C.  In emergencies when it is not practical to submit such
       requests in writing, oral requests for legal advise may be
       made. Written memoranda thereof for the request shall be sent
       promptly to the President and the Chancellor.

   D.  No request shall be made for opinions involving solely the
       personal legal problems of staff members.

   E.  The text of opinions of General Counsel shall not be released
       without his prior consent.

Please direct questions about these policies to Meta.Clow@vcadmin.ucsb.edu. For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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