

UC Santa Barbara
Policies

Policy 2005

Issuing Unit: Chancellor's Office

Date: September 1, 1972

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 advice 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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