

UNIVERSITY  
OF MIAMI



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Owner Humberto Speziani: Assoc. VP, Business Services  
Area Business Services  
Applicability University of Miami

## Legal Matters

### I. PURPOSE:

This policy sets forth the method and identifies the persons authorized to handle legal matters on behalf of the University.

### II. SCOPE:

### III. POLICY:

The University General Counsel is responsible for all University legal matters. No legal counsel may act on behalf of, or represent the University without the written approval of the General Counsel. Any department with appropriate legal questions/matters may request assistance from the General Counsel.

### IV. DEFINITIONS:

### V. PROCEDURE:

The Office of General Counsel must be copied on all correspondence between the departments and outside counsel in order to maintain a central file on all legal matters.

The Associate Vice President, Business Services is the University's registered agent to receive all subpoenas, summonses and other liability claims on behalf of the University. In the event another person is served with papers, the Office of General Counsel must be immediately notified. Any subpoena of University records will be transmitted to the General Counsel. Records will not be made available without prior clearance from the General Counsel.

The Office of General Counsel will be responsible for and will retain all legal files or copies thereof on behalf of the University, except for contracts relating to business affairs of the University, which are retained in the Financial Affairs division.

In no event will the Office of General Counsel authorize payment of any outside legal expense unless the matter was referred to outside counsel through the Office of General Counsel.

## Approval Signatures

Step Description	Approver	Date
B&F Policy Committee	Stephanie Linares: Asst. Director University Compliance Services	05/2022
	Brandon Gilliland: Vice President & Chief Financial Officer	05/2022
	Humberto Speziani: Assoc. VP, Business Services	05/2022
	Yanay Tabraue: Sr. Executive Assistant	05/2022