

Title: #IV-22. Protocol for Handling Legal Matters

Date: January 7, 2015

Procedure for Obtaining Legal Advice on Behalf of WVU at Parkersburg

The Special Assistant to the President serves as the campus liaison with General Counsel and representatives of the Attorney General's Office and serves as the centralized point of contact for coordination of all requests for legal advice. Although it may not be necessary for the Special Assistant to the President to continue in an intermediary role for all subsequent dialogue, this centralized coordination through the President's Office serves several important purposes:

- The President is advised of situations requiring legal consultation.
- A Request for Representation is properly filed.
- The request for advice is directed to the appropriate attorney.
- Centralized coordination helps to eliminate duplication of effort by attorneys when the same kinds of questions come from different areas or when the questions have been answered for a previous administrator in the past.
- Attorneys are assured that the requests they receive are legitimate requests of the institution and ones of which the President's Office is aware.

The Special Assistant to the President can be reached at 304-424-8201 or Debbie.Richards@wvup.edu.

What to Do if Contacted or Approached by Someone Else's Attorney

Attorneys talk to attorneys. It is unfair and inadvisable for a college employee, without an attorney present, to enter into dialogue with another party's attorney. Rather than engaging in dialogue with anyone else's attorney, one should obtain the attorney's name, the name of the person(s) he or she is representing, if possible, and provide to him or her the telephone number of the General Counsel's office in Charleston, (304) 558-2102. If at anytime a college employee refers someone else's attorney to the General Counsel's office, the employee should also notify the Special Assistant to the President immediately of the attorney's name and any other information about the matter. The Special Assistant to the President will see that General Counsel's office and the President are notified and supplied with background information when available.

Some requests, by law, have a short deadline requirement for response. If any college employee receives a letter or e-mail from an attorney representing an individual or external entity, the employee should forward the communication to the Special Assistant to the President immediately so the matter may be handled appropriately.

Responsible Administrator: President 304-424-8200