

1. Do not sign anything as you are not required to do so. You may accept the document, but do not state that you are authorized to accept service.
2. Do not date stamp anything that you are giving the process server. Document may be date stamped once you have taken it from the process server and it becomes Nassau BOCES property.
3. Do not volunteer any information.
4. Liens can only be accepted by James Widmer, Deputy Superintendent, 71 Clinton Road, Garden City, NY.
5. Subpoenas for Student Records, Subpoenas for Testimony, and Subpoenas for Employee Records may be accepted by you following step 1 above and sent immediately to the District Superintendent's office. It will then be determined if we need to comply by the District Superintendent's office. The District Superintendent's office will send the originals to Human Resources.
6. All **Notice of Claims** must be accepted by a Central Office administrator and be signed by that administrator.

