

Memorandum

Date : April 16, 2024

To : Concierge
California Natural Resources Agency
715 P Street, Lobby
Sacramento, California 95814

From : Tara E. Lynch, Chief Counsel
Department of Parks and Recreation
Legal Office



Subject : Acceptance of Service of Lawsuits, Subpoenas, and Other Court Documents by the Department of Parks and Recreation

The Legal Office of the Department of Parks and Recreation (“DPR”) is predominantly working remotely. Please follow the below instructions for service of various court documents.

Lawsuits:

In lieu of personal service of process of all lawsuits, the Legal Office will accept service via a Notice and Acknowledgement of Receipt (Code of Civil Procedure § 415.30). To effectuate service, the notice and the papers being served must be emailed to LegalOffice.Service@parks.ca.gov.

Deposition Subpoenas:

Pursuant to Government Code sections 68097.1 and 68097.2(b), service of deposition subpoenas should be made personally, accompanied by a witness fee check in the amount of \$275.00. Please make the check payable to the ‘Department of Parks and Recreation’ and contact the respective district directly for further information and coordination of personal service.

Contact Information of DPR’s District Offices may be found here:

https://www.parks.ca.gov/?page_id=24248

Subpoenas for Records:

Subpoenas for records and other court documents may be emailed to LegalOffice.Service@parks.ca.gov or mailed to the Legal Office as outlined below.

Subpoenas for records typically require payment in the amount of \$15.00. Please make the check payable to the Department of Parks and Recreation.

Original documents and payments for records must be mailed as follows:

For United States Postal Services (USPS) mail please send to:

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California State Parks
Attn: Legal Office
PO Box 942896
Sacramento, CA 94296-0001

For overnight services (UPS, FedEx, Golden State Overnight, etc.) please send to:

California State Parks
Attn: Legal Office
4940 Lang Avenue, Dock H
McClellan, CA 95652

The Legal Office may be reached at (916) 653-9905 for additional information.