SUBPOENA OF RECORDS

POLICY

Sherman College will respond to subpoenas with the written authorization for the records which are being subpoenaed.

Chiropractic Center Records
If written authorization is not obtained, the records will not be sent.

In responding to a valid jurisdictional subpoena, or with the patient's written authorization, the coordinator for patient and intern services will make two (2) copies of the patient's record. The dean of clinics will review the documents. One copy of the patient's record will be sent to the requesting attorney. The other copy will be stapled to the subpoena and placed in the patient's permanent record.

Notation of the subpoena and the records sent will be made in the Clinical Comments section of the patient's record.

The fee charged to the attorney for this service is $100.00.

Academic or Student Services Records
The subpoena will be reviewed by the registrar, or the vice president for enrollment and student success, to determine the jurisdiction of the issuing Court. If the subpoena issues from a Court which does not have jurisdiction, an effort will be made to secure the written authorization of the student or alumnus. If written authorization is not obtained, the records will not be sent.

In responding to a valid jurisdictional subpoena, or with the student/alumnus' written authorization, the registrar or the vice president for enrollment and student success will make one (1) copy of the subpoenaed records. This copy of the student/alumnus' record will be sent to the requesting attorney. The subpoena will be placed in the student/alumnus' permanent record.

The fee charged to the attorney for this service is $50.00.