

Legal Service

The Executive Officer of the Board and his/her designees are the only Los Angeles Unified School District staff authorized to accept service of process on behalf of the Los Angeles Board of Education, the Los Angeles Unified School District, the Superintendent and the District's Executive Staff Members. District employees are not authorized to accept service on behalf of other employees except in the case of the individuals and groups noted above.

Summons, Complaints, and other required Notice

- Service will only be accepted during the hours noted at the address below. Process servers must check in at the Visitor Desk in the lobby of the LAUSD Administrative Headquarters.
- Dropping papers with an employee in the lobby of LAUSD Administrative Headquarters does NOT constitute proper service.
- ONLY staff members from the Office of the Board Secretariat or the Board Executive are authorized to accept legal service on behalf of the individuals and groups noted above.
- Electronic service is NOT accepted unless there is a pre-existing agreement to do so, notwithstanding California Rules of Court and local rules.

LAUSD Administrative Headquarters

Office of the Executive Officer of the Board

333 S. Beaudry Avenue, 24th Floor

Los Angeles, CA 90017

213-241-7002 or email secretariat@lausd.net.

Service of Process Hours in the Board Secretariat:

Monday-Friday

8:00 AM - 4:00 PM (excluding District holidays)

Subpoenas for Student Records

The Principal of each school, or his or her designee, are deemed the "Custodian of Records" and should accept service.

Subpoenas for Employee Records

Service will only be accepted during the hours noted at the address below. Process servers must check in at the Visitor Desk in the lobby of the building.

LAUSD Administrative Headquarters

Office of Employee Relations

333 S. Beaudry Avenue, 14th Floor

Los Angeles, CA 90017

213-241-6591 or email employeerelations@lausd.net.

Office Hours:

Monday-Friday

8:00 AM - 5:00 PM (excluding District holidays)

If you have any questions, please contact the Office of the General Counsel for assistance at 213-241-7600.