

Number:	ADM-105
Title:	Legal Services
Person responsible for enforcement:	Secretary General
Entered into force:	February 28, 2018
Approved:	February 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Objective

This regulation defines the procedures for all needed legal services, whether to obtain legal advice or to respond to a lawsuit.

2. Regulation

- 2.1 All requests for legal services (legal opinions, drafting contracts, etc.) must be submitted to the Secretary General, including requests from the Board of Governors, but excluding requests related to labor law, which are handled by the Human Resources Service.
- 2.2 All legal notices must be served upon a member of the University's Administration Committee. No other member of the University staff is authorized to accept service of judicial documents either on behalf of the University or on behalf of any other constituent part of the University.
- 2.3 Funds required for legal services are provided for in the budget of the Secretary General, except for damages and interests that must be assumed within the budget of the faculty, institute or centre where the action or claim arose.
- 2.4 Any legal action taken against the University, its employees, agents, officers or contractors, shall be served to the Secretary General. It shall then be submitted to legal counsel who will investigate and give a legal opinion on the matter. Upon receipt of this legal opinion, the Administration Committee will then take the decision which imposes itself, after having consulted, if necessary, the Board of Governors.
- 2.5 In the event that a legal process such as a writ of summons, a statement of claim, or other, is left with a member of the staff of the University, this legal document must be immediately forwarded to the Secretary General.