



Effective Date: 4/1985
Reissue Date: 04/2020
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NYU Langone Hospitals

Issuing Department: Office of Legal Counsel

Policy: Service of Process

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I. POLICY

- A. The Reception Desks at the Executive Offices of (i) NYU Langone Hospitals – Main Campus (the hospital that encompasses Tisch Hospital, the Kimmel Pavilion, the Hassenfeld Children’s Hospital, and the Health Care Center) and (ii) NYU Langone Hospital-Brooklyn and the Office of Legal Counsel at NYU Langone Hospital – Long Island are the only places authorized to accept service of legal papers on behalf of NYU Langone Hospitals, NYU Grossman School of Medicine (the “NYUGSOM”) and NYU Long Island School of Medicine (“NYULISOM”) (collectively, “NYU Langone Health”).
- B. Process servers seeking to serve summonses, complaints or subpoenas, orders to show cause, and other court orders on NYU Langone Hospitals related to its staff and operations at all locations in Manhattan, NYUGSOM, or an individual for matters relating to the individual's employment or affiliation with NYU Langone Hospitals or NYUGSOM should be directed to the Executive Office located at 530 First Avenue, HCC-15, New York, NY 10016, tel: 212-263-2010.
- C. Process servers seeking to serve summonses, complaints or subpoenas, orders to show cause, and other court orders on NYU Langone Hospitals related to its staff and operations at all locations in Brooklyn (including NYU Langone Hospital-Brooklyn and the Family Health Centers at NYU Langone) should be directed to the Executive Office located at 150-55th Street, Brooklyn, NY 11220, tel: 718-630-7300.
- D. Process servers seeking to serve summonses, complaints or subpoenas, orders to show cause, and other court orders on NYU Langone Hospitals related to its staff and operations at all locations on Long Island, NYU Langone Hospital – Long Island, NYULISOM, or an individual for matters relating to the individual's employment or affiliation with NYU Langone Hospital – Long Island or NYULISOM should be directed to the Office of Legal Counsel located at 200 Old Country Road, Suite 310, Mineola, New York 11501, tel: 516-663-2206.

II. PROCEDURE

- A. The Reception Desks at the Executive Offices in Manhattan, Brooklyn and Long Island, respectively, are the only places authorized to accept service of all summonses, complaints, subpoenas, orders to show cause, and other court orders (“legal papers”) on behalf of NYU Langone Hospitals, NYUGSOM, NYULISOM, employees and faculty members of NYU Langone Hospitals, NYUGSOM, and NYULISOM, including members of the Medical and Dental Staff, who maintain a place of business at NYU Langone Health.
- B. Staff should be instructed to direct all persons seeking to serve legal papers upon NYU Langone Hospitals, NYUGSOM, or NYULISOM to the appropriate Executive Office or Legal Office. The Executive Offices and Legal Office at NYU Langone Hospital – Long Island are open Monday through



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Friday, from 9am to 5pm.

- C. If a process server refuses to go to the appropriate Executive Office or Legal Office, Security should be called to remove the process server from NYU Langone Health's premises. If the process server insists on leaving legal papers before Security arrives, the person receiving the legal papers should immediately contact the Reception Desk at the appropriate Executive Office and arrange for the legal papers to be hand carried to that Executive Office or Legal Office.
- D. If a process server attempts to serve legal papers during hours when the Executive or Legal Offices are closed (after 5:00pm on weekdays and weekends and holidays), the process server should be advised that the Executive or Legal Office authorized to accept service is closed and be invited to return during its hours of operation. If a staff member experiences any difficulties, they may contact Security and then the Reception Desk at the Executive Offices should be contacted as soon as possible during regular business hours.
- E. Letters from attorneys other than summonses, complaints and subpoenas should be forwarded to the Office of General Counsel. For NYU Langone Hospitals matters, the letters should be forwarded to the Office of General Counsel, located at 1 Park Avenue, 3rd floor, tel: 212-404-4076, fax: 212-404-4096. For NYUGSOM or NYULISOM matters, the letters should be forwarded to the Office of General Counsel, located at HCC-15, tel: 212-263-7921, fax: 212-263- 2003. For matters related to NYU Langone Hospital – Long Island, Hospital and NYULISOM copies should be forwarded to the Office of Legal Counsel at 200 Old Country Road, Suite 310, Mineola, NY 11501, tel: 516-663-2206, fax: 516-294-5326.

III. RESPONSIBILITY

- A. The staff at the Reception Desks at the Executive Offices and Legal Office at NYU Langone Hospital – Long Island is responsible for maintaining a log of legal papers and for forwarding the legal papers to the appropriate internal offices.
 - 1. Where legal papers name an individual, Reception Desk staff should consult with the appropriate administrative office within NYU Langone Health to determine whether the individual is an employee and/or faculty member of NYU Langone Hospitals, NYUGSOM, or NYULISOM or occupies office space at any location within NYU Langone Health.
 - 2. If the individual is an employee, faculty member or maintains an office at NYU Langone Health, the Reception Desk staff should forward a copy of the legal papers to the individual.
 - 3. If the individual named is not an employee or faculty member of NYU Langone Hospitals, NYUGSOM, or NYULISOM or does not occupy office space at a location within NYU Langone



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- Health, the Reception Desk staff should return the legal papers to the serving party's attorney.
4. In order to avoid any issues regarding validity of service for an individual named in the legal papers, it is crucial that the person accepting service make no representation to the process server concerning the propriety of serving legal papers at NYU Langone Health.
- B. An individual who is named as a defendant in a lawsuit should notify their insurance carrier.
1. For professional malpractice actions arising out of an individual's NYU Langone Health privileges or employment, or if the individual is insured through NYU Langone Health's insurance program, the individual should notify NYU Langone Hospitals' Director of Insurance at 646-501-3045.
 2. For a professional malpractice action arising out of professional services performed at Bellevue Hospital Center, the individual also should notify the Risk Management Office at Bellevue Hospital Center at 212-562-5031.
 3. For all other actions, the individual should notify the Office of General Counsel at 212-263-7921 or 212-404- 4076.