

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 5.014**

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Title: **CASES REGARDING LITIGATION**

Authority: Board Action	Original Adoption: 07/10/02
	Effective Date: 07/10/02
	Last Revision: Initial

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- I. Purpose and Process  
To insure that all cases involving litigation for all LCTCS institutions are properly referred to the Board Office for review and referral to the Division of Administration, Office of Risk Management.
- II. Role of the LCTCS Chancellors  
All litigation cases shall be referred by LCTCS Chancellors to the Board Office immediately upon receipt. Chancellors may appoint one designee who will be responsible for referrals of litigation to the Board Office.
- III. Role of the Board Office  
The LCTCS System President or his/her designee shall review and refer all litigation cases to the Division of Administration, Office of Risk Management. The LCTCS System President shall notify the Division of Administration, Office of Risk Management of the Board's designated contract counsel.
- IV. Role of the Board Counsel  
The Board's designated contract counsel shall accept litigation cases as they are referred from the Division of Administration, Office of Risk Management and prepare appropriate reports and time records as required by the Office of Risk Management. Copies will be provided to the LCTCS Board Office.