



**Kern Community College District  
Board Policy**  
Chapter 3 – General Institution

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**BP 3810      Claims Against the District and Service of Process**

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title 1, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy as a prerequisite for filing suit against the District. Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities
- Claims by the state department or agency
- Claims by any other public entity
- Claims for fees, salaries, wages, mileage, damages or other expenses
- Subpoenas (along with a check made payable to the Kern Community College District – KCCD, the amount appropriate for the specific subpoena)
- Requests for documents pursuant to the California Public Records Act – CPRA
- Signed Authorization and Release of Information documents submitted by third parties

The designated place for service of claims, lawsuits or other types of legal process upon the District is:

The Office of the General Counsel  
2100 Chester Avenue  
Bakersfield, California 93301  
(661) 336-5040

**Consultation Council**

**February 28, 2023**

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**Kern Community College District  
Administrative Procedures  
Chapter 3 – General Institution**

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**AP 3810 Claims Against the Kern Community College District**

**References:**

Education Code Section 72502;  
Government Code Sections 900 et seq., 910 et seq., and 935

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- Soloman Act Request

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