

MEET THE OFFICE OF LITIGATION MANAGEMENT

AN INTRODUCTION TO THE LEGAL SUPPORT TEAM OF THE PROBATION DEPARTMENT

The Office of Litigation Management (OLM) provides administrative and legal support and services to the Probation Department and its employees. The Unit is comprised of Litigation Management, Tort Claims, Public Records, Subpoena Control & Adult Records (AR), Juvenile Records, and Mileage & Vehicle Liability.

Litigation Management

The Litigation Management team provides internal oversight of all civil lawsuits brought against the Department, providing legal defense support to the Department's attorneys. Among other tasks, they assist with written discovery responses, identify witnesses, and investigate and evaluate claims. They also represent the Department in legal proceedings such as settlement negotiations, trials, and other hearings. One of their most important tasks is to oversee public records requests made in accordance with the California Public Records Act. For additional information, please email the Litigation Management team at civillitigationoffice@probation.lacounty.gov. Please email your public records request to PublicRecords@probation.lacounty.gov. For additional information on CPRA, please see the California Attorney General's Office Summary of the California Public Records Act.

Subpoena Control & Adult Records

The Subpoena Control & Adult Records team is responsible for managing and processing Subpoenas (request to produce documents, or to appear in court or legal proceeding). Probation Department policy prohibits the service and acceptance of subpoenas at Probation Area offices and other facilities except for subpoenas served by the Los Angeles County District Attorney's Office through the e-Subpoena System. If you receive a subpoena, please contact their office for assistance. For additional information, please email Subpoenas@probation.lacounty.gov.

Juvenile Records

The Juvenile Records team is responsible for managing and processing confidential juvenile records requests and inquiries. Juvenile records are used as evidence of an event and/or to support several operational activities. The Juvenile Records team receives and processes approximately 125-250 requests per month. For additional information, please email them at juvenilerecordsrequest@probation.lacounty.gov.

Mileage & Vehicle Liability

The Mileage & Vehicle Liability team is responsible for ensuring that employees of the Department are screened for driver safety and certified for Mileage eligibility and for providing timely mileage reimbursement. The team serves approximately 2,100 - 2,500 actively certified drivers. They also evaluate and manage all vehicle liability damage claims. For additional information, please email mileagecertification@probation.lacounty.gov.

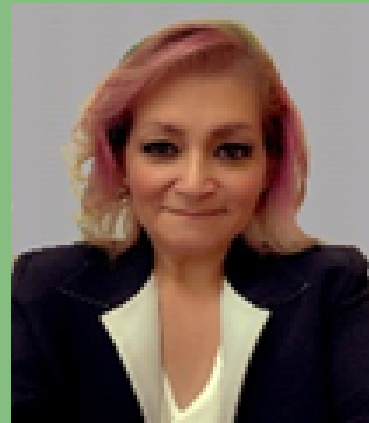


MEET THE OFFICE OF LITIGATION MANAGEMENT (CONT) AN INTRODUCTION TO THE LEGAL SUPPORT TEAM OF THE PROBATION DEPT

Meet Our Team



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