


State of California – Natural Resources Agency

Memorandum

Date : January 31, 2023

To : Concierge
California Natural Resources Agency
715 P Street, Lobby
Sacramento, California 95814

From : Tara E. Lynch, Chief Counsel 
Department of Parks and Recreation
Legal Office

Subject : Acceptance of Service of All Lawsuits, Subpoenas, and Other Court Documents by the Department of Parks and Recreation

The Legal Office of the Department of Parks and Recreation is predominantly working remotely.

In lieu of personal service of process of all lawsuits, the Legal Office will accept service via a Notice and Acknowledgement of Receipt (Code of Civil Procedure § 415.30). To effectuate service, the notice and the papers being served must be emailed to Angelica.Lacy@parks.ca.gov.

Subpoenas and other court documents may be emailed to Angelica.Lacy@parks.ca.gov or mailed to our office as stated below.

Original documents and payments for records must be mailed as follows:

For United States Postal Services (USPS) mail please send to:

California State Parks
Attn: Legal Office
PO Box 942896, Sacramento, CA 94296-0001

For overnight services (UPS, FedEx, Golden State Overnight, etc.) please send to:

California State Parks
Attn: Legal Office
4940 Lang Avenue, Dock H, McClellan, CA 95652

Please direct building visitors to call the Legal Office at (916) 902-8621 for additional information.