

VENTURA COUNTY FIRE PROTECTION DISTRICT

MARK LORENZEN
County Fire Chief



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www.vcfd.org

March 18, 2020

Subject: New Fire District Civil Subpoena Process in effect starting March 18, 2020

Due to the Coronavirus, the County Health Officer has ordered that the Ventura County Fire District Headquarters, located at 165 Durley Ave., Camarillo, CA 93003 shut and lock their doors to non-fire employees.

If you have a subpoena that needs to be served for fire records or for fire personnel appearance you are to mail it along with payment to Ventura County Fire, Attention Custodian of Records, 165 Durley Ave., Camarillo, CA 93010.

All subpoena's must meet the following requirements and follow this process:

1. All subpoenas require a wet signature.
2. Due dates for a subpoena for records and for court/deposition appearance should be at least 10 calendar days out from the receipt of your subpoena at Fire HQ.
3. Subpoena for Records:
 - a. A deposit of \$15.00 in a check made payable to **Ventura County Fire** is required for each subpoena for records. If additional cost are incurred we will contact you.
 - b. Business records are **not available for your inspection**. Instead, you should identify the records needed in your subpoena attachment and we will pull and send them. We dispatch for all Fire Departments in the County of Ventura. If you need assistance in identifying an incident number from a response by a fire department inside the County of Ventura, you should contact the **Fire District Custodian of Records at 805-383-4728** and provide the incident date and location. We can provide you with the information to place inside your Subpoena attachment.
 - c. Fire District incident records are retained by the Custodian of Records, not accessible to fire employees. Therefore, we require a separate subpoena for records.
4. Subpoenas for appearance in court or deposition:
 - a. A deposit of \$275.00 in a check made payable to Ventura County Fire is required for each individual subpoena.
 - b. If you have questions, please contact the **Custodian of Records Office at 805-383-4718** and we will provide assistance and service.

Thank you for your consideration.

Bob Michels - Records Mgr

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Providing protection and preservation of life, property and environment to: The Cities of Camarillo, Moorpark, Ojai, Port Hueneme, Santa Paula, Simi Valley, Thousand Oaks, and the unincorporated areas of Ventura County.