

VENTURA COUNTY FIRE PROTECTION DISTRICT

MARK LORENZEN
County Fire Chief



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March 18, 2020

Subject: Temporary Notice - Fire District Civil Subpoena Process

Due to the Coronavirus, the County Executive Office has ordered the County of Ventura will close all of its buildings to the public effective Wednesday, March 18, 2020 as a precautionary measure to help slow the spread of COVID-19.

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

For Subpoena's please 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 costs 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 within the County of Ventura, contact the **Fire District Custodian of Records at 805-383-4718** and provide the incident date and location.
 - 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**.

Thank you for your consideration.

Bob Michels - Records Mgr.

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