



Website: VCFD.org  
Twitter: @VCFD  
Facebook: @VenturaCountyFire  
Instagram: @VenturaCountyFire

Contact: Custodian of Public Records Office  
Phone: (805) 383-4718  
Email: Firepublicrecords@ventura.org

## Subpoena Process

Subpoena documents and payments for production of Fire Records and/or Fire Personnel appearance can be U.S. mailed or hand delivered to Ventura County Fire Department/Administration building, attention: Custodian of Public Records, 165 Durley Ave., Camarillo CA 93010.

1. All subpoenas require a wet signature.
2. Receipt of subpoena at Ventura County Fire Department/Administration building should be at least 10-calendar days from recorded due date.
3. Subpoena fee for Production of Records:
  - a. A deposit of \$15.00 in a check made payable to Ventura County Fire Department is required for each subpoena. If additional costs are incurred, we will contact you.
  - b. Identify the records needed in your subpoena attachment by providing the date and location of the incident response by a fire department within the County of Ventura.
4. Subpoena fee for personnel 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.

**Note:** The Ventura County Fire Department's incident records are retained by the Custodian of Public Records, not accessible to fire employees. Therefore, we require a separate subpoena for records.

If you have questions, please contact the **Custodian of Public Records Office (805)383-4718**.