

## ***RESPONSE TO A MAILED OR FAXED SUBPOENA***

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Re: *(name of case on front on subpoena)*

I am returning to you the *(type of subpoena)*, (describe any other attachments with the subpoena, if any) received at our *(school/facility)* on *(date)* by *(mail/fax)*. Please comply with Florida Rules of Civil Procedure.

\_\_\_\_\_ Pinellas County Schools will not accept service of process or subpoenas by fax.  
(Fla. R. Civ. P. 1.351)

\_\_\_\_\_ A subpoena for testimony or for taking deposition must be served by an  
authorized process server. (Fla. R. Civ. P. 1.410)

The subpoena should be served on the Records Custodian at *(name of school/facility /address)*.  
If you have any questions, please contact me at *(phone number)*.

Very truly yours,

*(Name of person signing letter)*

*(Title of person signing letter)*

Enclosure(s)