



Clerk of the Circuit Court, Brevard County, Florida

Administration, P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-5413 · www.brevardclerk.us

Scott Ellis, Clerk

UNIFORM FOREIGN DEPOSITIONS LAW

Section 92.251, Florida Statutes

In order to have your subpoena issued by the Brevard County Clerk of the Circuit Court, please carefully pay attention to the following requirements and instructions:

1. One certified copy of either the Notice of Taking Deposition or the Notice of Production From Non-Party as is required under Florida law along with a commission or letters of rogatory. *See Travelers Indem. Co. v. Hill*, 388 So. 2d 648, 650 (Fla. 5th DCA 1980); *Freedom Newspapers, Inc. v. Egly*, 507 So. 2d 1180, 1183 (Fla. 2d DCA 1987); and *Greenlight Financial Services, Inc. v. Union America Mortg., Inc.*, 971 So. 2d 983, 985 (Fla. 3d DCA 2008).
2. If the subpoena is for records pick-up only, a certified copy of the Certificate of No Objection must be provided to the Clerk.
3. The original and one copy of the proposed subpoena to be issued by the Clerk.
4. \$2.00 fee for signing and sealing the subpoena. § 28.24(18)(b), Fla. Stat.
5. Checks should be made payable to the Brevard County Clerk of the Circuit Court and sent to P.O. Box 219, Titusville, Florida 32781.

The Clerk will assign an administrative case number (assigned for tracking purposes only) and issue the subpoena. The Clerk will forward the subpoena to the Sheriff only if a separate check for \$40.00 (made payable to the Sheriff) is included. Otherwise, the party at whose insistence the subpoena has been issued is required to provide the same to the Sheriff for service.

Questions regarding this policy may be sent to civilefilingassistant@brevardclerk.us or legalteam@brevardclerk.us.