



**Clerk of the Circuit Court, Brevard County, Florida**

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

Telephone: (321) 637-5413 · [www.brevardclerk.us](http://www.brevardclerk.us)

**Scott Ellis, Clerk**

**UNIFORM INTERSTATE DEPOSITIONS AND DISCOVERY ACT**

*Section 92.251, Florida Statutes, Chapter 2019-13, Laws of Florida*

Updated 8/14/19

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. Submit a foreign subpoena issued by the Court of a foreign jurisdiction or any individual authorized by the laws of the foreign jurisdiction to issue subpoenas to the Brevard County Clerk. As of July 1, 2019, a commission or letters of rogatory are no longer required.
2. One certified copy of either the Notice of Taking Deposition or the Notice of Production From Non-Party. *See*, rules 1.310 and 1.351, Fla. R. Civ. P.
3. If the subpoena is for records pick-up only, a certified copy of the Certificate of No Objection must be provided to the Clerk. *See*, rule 1.351, Fla. R. Civ. P.
4. The original and one copy of the proposed subpoena to be issued by the Clerk. The proposed subpoena shall incorporate the terms of the foreign subpoena and contain the contact information for the counsel of record in the proceeding and any party not represented by counsel.
5. \$2.00 fee for signing and sealing the subpoena. § 28.24(18)(b), Fla. Stat.

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 separate payment for \$40.00 is included. The Sheriff does not accept personal checks. 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](mailto:civilefilingassistant@brevardclerk.us) or [legalteam@brevardclerk.us](mailto:legalteam@brevardclerk.us).