



FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, NY 11201

BUREAU OF LEGAL AFFAIRS
LEGAL ADMINISTRATION & LITIGATION SUPPORT

Service of Subpoenas on the FDNY CHECKLIST

- ☒ Subpoena is “**So Ordered**” (i.e. signed by a judge) – **HAND DELIVERED!**
- ☒ **Subpoenas seeking records** contain enough detail to allow a search to be performed:
 - Name of patient/victim
 - Incident date (month/date/year)
 - Time of incident
 - Incident location/address (place where the FDNY responded to)
- ☒ **Subpoenas seeking FDNY personnel** to appear as witnesses in a trial contain enough detail to allow a search to be performed:
 - Name and title of FDNY employee
 - Incident date, time, and location/address (place where the FDNY employee responded to) related to the requested appearance
 - Requested date, time, and place of appearance
- ☒ Subpoena Fee is in the form of a **money order or check** for the correct amount:
 - Money order or check **must be signed**
 - Money order or check **must be made payable to the New York City Fire Department (FDNY), NOT to the individual FDNY employee**

PLEASE READ OTHER SIDE

**FDNY BUREAU OF LEGAL AFFAIRS
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- **City and County Fee Schedule:**
 - No fee for NYCHA, DA's Office, Law Department, and other New York City agencies
- **State and Federal Court Fee Schedule:**
 - For NY State Court "So Ordered" **Subpoenaed Records – \$15.00**
 - For NY State Court "So Ordered" **Subpoenaed Testimony – \$15.00**
 - For NY State Court "So Ordered" **Depositions – \$18.00**
 - For Federal Court **Subpoenaed Records – \$40.00** for private attorneys
 - Federal subpoenas DO NOT have to be "So Ordered"
 - No fee if served directly by the Court; fee is for private attorneys/law firms only
 - For Federal Court **Subpoenaed Appearance/Testimony – \$40.00**
 - SAME AS ABOVE
- **Except as authorized by Federal or New York State Law, all subpoenas for FDNY records and testimony must be "so ordered" (signed by a judge) and served on the agency in person.**
- **Subpoenas complying with all service requirements are accepted at:**

FDNY PUBLIC RECORDS UNIT
9 METROTECH CENTER (FLATBUSH AVENUE ENTRANCE)
BROOKLYN, NY 11201

HOURS OF OPERATION: TUESDAYS AND THURSDAYS, 8 A.M. TO 2 P.M. (EXCLUDING HOLIDAYS)
- **The FDNY cannot accept subpoenas that request testimony from separated employees.**
- **When a subpoena fee applies, the FDNY accepts payment in the form of money order or check payable to "NYC Fire Department" (no e-checks) – **CASH IS NOT ACCEPTED.****