

**CIVIL SERVICE BOARD**

**IN AND FOR HILLSBOROUGH COUNTY, TAMPA, FLORIDA**

**To All and Singular the Sheriffs of the State of Florida**

**IN THE NAME OF THE STATE OF FLORIDA**

**TO: \_\_\_\_\_, who resides at \_\_\_\_\_,  
\_\_\_\_\_, Florida.**

**You are hereby ordered to appear before the Hillsborough County Civil Service Board which will convene in the \_\_\_\_\_, County Center, 601 East Kennedy Boulevard, Tampa, Florida 33601, on the \_\_\_\_\_ day of \_\_\_\_\_ 200\_, t \_\_\_\_\_ .m., to testify in the case of \_\_\_\_\_, (Grievant)/ (Appellant), v \_\_\_\_\_.**

**If you fail to appear, you may be held in contempt of the Hillsborough County Civil Service Board. You are subpoenaed to appear by the \_\_\_\_\_ or their respective attorney, to whom you must look to for your fees. Unless excused from this subpoena by said party, or the Hillsborough County Civil Service Board, you shall respond to this subpoena as directed.**

**Witness my hand and seal of the Hillsborough County Civil Service Board this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 200\_, at Tampa, Florida.**

**By: \_\_\_\_\_  
Ronald E. Gardner  
Director  
FOR THE CIVIL SERVICE BOARD**

\_\_\_\_\_  
**Attorney for \_\_\_\_\_**

**Address:**

## SUBPOENA

The purpose of this handout is to provide information concerning the subpoena issued by the Civil Service Board.

The Laws of Florida, Chapter 2000-445, provides for the Civil Service Board to issue subpoenas. The following is the exact wording of the Civil Service Law:

For the purpose of such hearing, the director and/or a member of the Board is authorized to issue subpoenas to compel the attendance of witnesses and the production of books, accounts, records and documents. The Board or any member thereof may administer oaths and compel testimony. In the case of disobedience by any person of an order of the Board to testify to any matter regarding which he may be lawfully interrogated, or of a subpoena to appear or produce documents in his possession, a county judge shall upon application of the director and/or a member of the Board, compel obedience by attachment proceedings for contempt, as in the case of a similar court order. Each person who serves such subpoena shall receive the same fee as a sheriff and each witness who appears in obedience to a subpoena shall receive the same witness fee and mileage provided for witnesses in civil cases, which fee shall be audited and paid in the same manner as other expenses.

Subpoena may be served by the Sheriff's Office, Private Process Server, or by the individual who is representing himself/herself. Responsibility for completing the subpoena and submitting to the Director of Civil Service for signature is on the person/agency/lawyer requesting subpoena. Service of subpoena is also their responsibility. Witness Fee is \$5.00. The mileage fee is \$.06 per mile (round trip from home to courthouse)

**Individual serves subpoena:** Witness Fee and Mileage Fee payment is required at time of service.

**Sheriff serves subpoena:** \$20.00 service fee (no personal checks or business checks). This fee must be cash, money order, bank cashier check, or attorney check. One (1) original and one (1) copy of subpoena is required (witness fee as noted above is to be attached to subpoena). This must be check - may be personal check.

Sheriff's Office Court Process  
800 E. Twiggs St., 3rd Floor  
Tampa, Florida 33602

**Private Process Service serves subpoena:** Contact that company/agency for their procedure.