

IN THE TENTH JUDICIAL CIRCUIT COURT OF FLORIDA
IN AND FOR POLK COUNTY FLORIDA

ADMISTRATIVE ORDER NO. 2-66.4

**IN RE: APPOINTMENT OF POLK COUNTY
SHERIFF'S OFFICE WITNESS COORDINATORS**

WHEREAS, all private process servers shall make every attempt to serve Polk County Sheriff's members, as it relates to their official duties, in a manner consistent with this order; and

WHEREAS, section 48.031(4)(a), Florida Statutes, authorizes the Sheriff to designate the Polk County Sheriff's Office Court Process Section to accept service of criminal witness subpoenas upon agency members who are called to testify in an official capacity in a criminal case; and

WHEREAS, no such designated employee is required to accept service for a witness who is no longer employed by the agency, if the witness is not scheduled to work prior to or on the court/deposition date, or if the court/deposition date is less than 5 days from the date of service; and

WHEREAS, with the exception of scheduled holidays, service will be accepted Monday through Friday from 8:30 a.m. to 11:30 a.m. and 1:00 p.m. to 4:00 p.m., at 250 South Broadway Avenue, Bartow, Florida 33830; and

WHEREAS, an agency member's home address shall not be listed on the return of service certificate/affidavit, and the phrase "confidential address" shall be utilized in its place; and

WHEREAS, in the event any criminal or civil process is issued for the Sheriff or Chief of Staff, the Office of Legal Affairs will accept service on their behalf; and

WHEREAS, criminal witness subpoenas for court and deposition appearances being served by private process servers must be served and not faxed or emailed; it is hereby

ORDERED that the Polk County Sheriff's Office Court Process Section Members are hereby appointed as Witness Coordinators and shall accept service of criminal witness subpoenas on behalf of Polk County Sheriff's Office agency members, as it relates to their official duties.

Administrative Order No. 2-66.3, entered on July 11, 2024, is hereby VACATED and SUPERSEDED by this Order.

DONE and ORDERED on this 18th day of September, 2024.

s/JAMES A. YANCEY, Chief Judge

Copies:
All Judges
Polk County Clerk of the Court
Polk County Sheriff's Office
Nick Sudzina, Trial Court Administrator
Office of the Public Defender
Office of the State Attorney
Electronic Bar Mailing