

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

**ADMINISTRATIVE ORDER NO. 2-66.2**

**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, Florida Statute § 48.031 4(a) authorizes the Sheriff to designate the Polk County 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 8:00 a.m. to 11:00 a.m. and 1:00 p.m. to 4:30 p.m., at the Polk County Sheriff's Office Court Process Section, located at the Lawrence W. Crow, Jr. Operations Center, 455 North 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 must be served and not faxed, as faxing of witness subpoenas is not acceptable service, 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Administrative Order No. 2-66.1, dated July 13, 2010, is hereby SUPERSEDED.

DONE and ORDERED on this 5th day of December, 2011.

  
WM. BRUCE SMITH, 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