



PROCEDURE TO SUBPOENA PFD FIRE, EMS or 911 Records

SUBPOENAS FOR EMS REPORTS MUST CONTAIN THE FOLLOWING:

- NOTICE OF INTENT, CERTIFICATE PREREQUISITE TO SERVICE, AND/OR PROOF THAT THE PATIENT/OPPOSING COUNSEL HAS NOT OBJECTED TO THE DISCLOSURE.
 - DATES OF LOSS MUST BE SPECIFIED. DATE RANGES WILL BE DENIED.
 - A SINGLE PATIENT PER SUBPOENA
- *THE MORE INFORMATION YOU PROVIDE THE MORE ACCURATE THE RECORDS SEARCH WILL BE*

SUBPOENAS FOR FIRE, EMS, OR 911 RECORDS:

MUST BE ACCOMPANIED BY A CHECK PAYABLE TO THE CITY OF PHILADELPHIA, IN THE AMOUNT OF \$50 PER RECORD.

SUBPOENAS ARE TO BE E-MAILED TO THE CITY OF PHILADELPHIA LAW DEPARTMENT AT
CITY_CLOSURE_COMPLAINTS@PHILA.GOV

THE SUBPOENA, CHECK, AND E-MAIL REPLY FROM THE LAW DEPARTMENT ARE TO BE MAILED OR DELIVERED TO:

PHILADELPHIA FIRE DEPARTMENT

FIRE MARSHALL'S OFFICE

2005 N. 2nd St.

Philadelphia, PA 19122

SUBPOENAS TAKE UP TO 8 WEEKS TO BE RETURNED

STATUS UPDATES ARE PROVIDED ONLY TO INFORM YOU IF WE RECEIVED YOUR SUBPOENA OR NOT.
YOU CAN CALL 215-686-1362 FOR UPDATES, PLEASE DO NOT CALL BEFORE 8 WEEKS.

ATTORNEYS ARE NOT PERMITTED TO CONSULT WITH ANY PHILADELPHIA FIRE DEPARTMENT MEMBERS PERTAINING TO REPORTS WITHOUT SUBMITTING A WITNESS SUBPOENA FOR A DEPOSITION.

PLEASE CONTACT THE FIRE MARSHALL'S OFFICE FOR WITNESS FEES PRIOR TO SUBMITTING A SUBPOENA.

Information regarding EMS bills or invoices are to be directed to 1-888-987-1135