



PROCEDURE TO SUBPOENA EMS REPORTS

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

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

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 SHOULD BE MAILED OR DELIVERED TO:

PHILADELPHIA FIRE DEPARTMENT
FIRE MARSHALL'S OFFICE
3061 ISLAND AVENUE
PHILADELPHIA, PA 19153

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 PRIOR TO OR AFTER RECEIVING THE RECORDS WITHOUT SUBMITTING A WITNESS SUBPOENA.

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