

# What to do if you or your staff are served with a Subpoena, a Public Records Request, or an Educational Records Request?

**Receive a Subpoena (by hand delivery or a process server comes to hand deliver the subpoena)**

**Receive a Public Records Request**

**Receive a Request for Educational Records**

**Review subpoena for detailed information (personal/work-related subpoena, accompanying check)**

**Review request for detailed information**

**Review request for detailed information**

**Immediately contact your supervisor (i.e. Principal, Director, etc.)**

**Immediately contact your supervisor (i.e., Director, Assistant Superintendent, Government and Community Relations, etc.)**

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**Personal Subpoena**  
(request appropriate leave time from work)

**Work-Related Subpoena**  
(Note: date/time/location/records requested/deadlines)

Advise requestor that request has been received, that it has been forwarded to the Government and Community Relations (care of the State Attorney General) at 1000 E. 9th St. in Tallahassee, Florida 32309-0001.

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**All requests for public records, employee records, and all subpoenas should be submitted to:**  
 Division of Government & Community Relations, Attention: Amy Lewandowski  
 The School Board of Brevard County, Florida, 2700 Judge Fran Jamieson Way, Viera, FL 32940  
 Phone: (321) 633-1000, Ext. 11453 / Fax (321) 633-3620 / Email: [recordsrequest@brevardschools.org](mailto:recordsrequest@brevardschools.org)