



SWOYERSVILLE BOROUGH POLICE



TO SUBPOENA RECORDS

Faxed subpoenas will not be accepted.

Subpoenas should be as specific as possible regarding an incident or individual

Subpoenas should contain as much demographic information as possible so the AORO Officer can process your request.

A proper subpoena for records does not require a witness fee; however, you will be billed at the rate of \$.25 per page.

Photographs, audio and video tape reproductions will be billed at \$5.00 per disk, allow approximately 30 days for reproduction.

Pennsylvania State or Municipal/Administrative Court

A subpoena, complete with caption and docket number, must be properly executed in the name of AORO Officer, Chief David Latoski, Custodian of Records, and mailed or hand-delivered to 1212 Main Street Swoyersville Pennsylvania 18704.

Federal Court

Subpoenas issued in Federal court must be hand-delivered, pursuant to Fed.R.Civ.P. 45. Federal subpoenas must contain the complete caption and docket number, and must be properly executed in the name of AORO Officer, Chief David Latoski, and Custodian of Records. The subpoena must be hand-delivered to the Swoyersville Police Department at 1212 Main Street Swoyersville Pennsylvania 18704.

Only certified checks or money orders will be accepted and should be made payable to the Swoyersville Borough