

Court Appearance and Records Policy

Be Safe Inspections, LLC

BSI Court Appearance and Records Policy

1. General Subpoena Requirements

All subpoenas must be:

Clear, specific, and detailed regarding the case, property, and demographics.

Contain the full case caption and docket number.

Comply with the relevant Rules of Civil or Criminal Procedure.

2. Subpoenaing a BSI Employee for Testimony

Service: Must be properly served on the specific BSI employee at the AHJ business address.

Witness Fee: Must include a \$300.00 per-day witness fee , payable only by certified check or money order to Be Safe Inspections LLC .

Continuance: If the date changes, the serving party must provide written notification of the new date to the employee named in the subpoena. The subpoena remains in effect until complied with.

3. Subpoenaing BSI Records Only

Destination: Must be served on the Authority Having Jurisdiction (AHJ) , not on an individual BSI employee.

Restrictions: Cannot be sent by fax . Must not be overly broad, vague, or burdensome.

4. Subpoenaing Both an Individual and Records

If you need both testimony and records, you must issue two separate subpoenas :

First Subpoena: Issued to the individual for testimony (with the required \$300 fee).

Second Subpoena: Issued and served on the AHJ for the records/evidence.

5. Execution by Jurisdiction

Pennsylvania State/Municipal

Subpoena duces tecum must be executed in the name of the AHJ . Must be mailed or hand-delivered to the AHJ .

Federal Court

Must be hand-delivered UIDDA (42 Pa.C.S. § 5325.1 et seq.). Must contain the complete caption and docket number.

Out-of-State

Subpoena is not effective in PA unless accompanied by a Pennsylvania court order that domesticates the subpoena.

6. Records Reproduction Fees

The following charges apply for records requested:

Standard Documents (over 5 pages): Billed at the rate set by the AHJ fee schedule .

Special Media (Photos, Audio, Video): Billed at the current laboratory reproduction rate . Allow approximately 30 days for reproduction.