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El Dorado County

POLICY

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Building Department

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*This administrative policy is subject to change at any time.*

### **SUBPOENA DUPLICATION COST**

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The Building Department is frequently subpoenaed to produce copies of our official records. These copies can be obtained from existing paper files, microfiche, microfilm and outside printing/reproduction services. The Department charges for these "hard copy" costs as well as staff time required to research and reproduce the documents.

When the estimated costs for responding to the document production requests in a subpoena exceed \$100, the Department will require that the requester make payment, in advance, in the amount of the estimate less \$100. This payment will be considered to be a deposit against the actual costs incurred and any additional costs actually incurred will be billed at the time of delivery of documents.