

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 10.405-9/08\*

IN RE: WITNESS SUBPOENAS IN CIVIL  
TRAFFIC INFRACTION HEARINGS

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Witnesses are subpoenaed to appear at civil traffic infraction hearings and due to the large number of hearings set, a number of the final hearings are continued prior to the hearing date due to conflicts. It is expensive and time consuming to cause amended subpoenas to be served on witnesses.

**NOW, THEREFORE**, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

1. The Clerk is directed to add the following language to the body of witness subpoenas issued for civil traffic infractions:

You are ordered to appear at the time and date indicated above or, if the hearing is re-set, at the re-set time and date. If the hearing is re-set, you will be notified of the re-set time and date by mail only.

2. If a hearing is re-set, the Clerk shall so notify all witnesses for which she has a return of service indicating the witness was served, by U.S. mail, postage pre-paid, at the address where the witness was served, using the form attached as Exhibit A.
3. The Clerk shall issue subpoenas to all witnesses for the re-set hearing date for whom the subpoena was returned unexecuted or for whom no return was received.

29 **DONE and SIGNED**, in Chambers, at West Palm Beach, Palm Beach County, Florida this day of September, 2008.

  
Kathleen J. Kröll  
Chief Judge

TO: (witness name)  
(address)  
(city, state, zip)

Citation: (citation number)

Defendant: (name)

Issuing Officer: (name)

**RESET FROM:** (date)

Pursuant to subpoena previously served and Administration Order \_\_\_\_\_, you are hereby notified that you must appear at the (courthouse, name, address, courtroom#) on (date) at (time) to testify regarding the action referenced above. This case has been reset from its original hearing date.

**IF YOU FAIL TO APPEAR, YOU MAY BE IN CONTEMPT OF COURT.** Please contact the Clerk's office (phone number) one day prior to the above date to verify the time or the hearing.

**TO COLLECT WITNESS FEE:**  
(Clerk to insert current procedure)

I hereby certify that a copy hereof has been furnished to the addressee above by US mail, postage prepaid, this \_\_\_ day of \_\_\_\_\_, 200\_\_.

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Clerk of the Court

**EXHIBIT A**