



Where Students Come First

FAX TRANSMITTAL SHEET FOR
SUBPOENAS, COURT ORDERS &
REQUESTS FOR PRODUCTION OF DOCUMENTS

To: Tishangi Bennett, Records Program Manager

Fax #: 404-305-2210

Location: Meadows Operations Center - Records Management Department

Phone: 404-669-8996

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Date: \_\_\_\_\_

From: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

# of Pages (including cover): \_\_\_\_\_

When was subpoena received? Date: \_\_\_\_\_ Time: \_\_\_\_\_

How was subpoena received?

Regular mail [ ] Certified mail [ ] Overnight mail [ ] Fax [ ] Hand-delivered [ ]

Was there a check for witness fees attached? Yes [ ] No [ ]

Message: \_\_\_\_\_
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