

Employment Records Subpoena Process

Requirements

A subpoena is required to release employment records information. Serve a subpoena to our registered agent, Corporation Service Company (CSC), via process server, certified mail or overnight delivery.

Charges for Subpoena Request

Fees for employment records production start at \$100.00 per hour.

Response Time/Objections

SEG typically fulfills subpoenas within 20 business days after receipt by SEG through its registered agent; however, response times may vary depending upon the scope of the subpoena and the types of records requested. Further, Company reserves the right to object to subpoenas that are overbroad, burdensome, vague or that implicate privacy, privilege or other legal concerns. To expedite processing of your request, we ask that you provide us with a detailed description of the information you are seeking.

Questions

If you have any questions about employment records subpoenas, please contact the Company employmentsubpoenas@segrocers.com or call 904-783-5000.