

## Video Surveillance Questionnaire

Please fill out ONE Questionnaire for each Winn-Dixie, BI-LO, or Harveys store for which you are requesting video footage . Below is the information required by Southeastern Grocers from law enforcement personnel requesting video surveillance footage:

1. Subpoena information:

- A. Case Number: \_\_\_\_\_
- B. Issuing Court/ Jurisdiction: \_\_\_\_\_
- C. Judge/ Authority Who Signed the Subpoena: \_\_\_\_\_
- D. Court Date Information is Needed By: \_\_\_\_\_ (If there is a scheduled trial date we will attempt to provide the information by that date; otherwise, most information is provided within 20 business days of Southeastern Grocers' receipt of the subpoena and completed Questionnaire(s).)

2. Provide the following information about the video footage sought (one questionnaire per store):

- A. Date of incident: \_\_\_\_\_
- B. Specific Time of incident: \_\_\_\_\_
- C. Exact Time Frame of Footage Sought (4 hour limit) \_\_\_\_\_
- D. Store Number: \_\_\_\_\_
- E. Store Address: \_\_\_\_\_
- F. Specific Location in Store: \_\_\_\_\_
  - Exterior – front parking lot
  - Exterior – Front of Store
  - Interior – Front door (specify entry or exit) \_\_\_\_\_
  - Interior – registers (specify register #) \_\_\_\_\_
  - Interior – Customer Service Desk
  - Interior – Produce Section
  - Other (specify diary, meat/seafood, pharmacy, etc. \_\_\_\_\_  
(Please specify desired camera angles; not all angles are available in all stores. Please note that we pull specific time frames/locations; we do not review footage for specific suspects or incidents.)
- G. Register/ Terminal Number: \_\_\_\_\_
- H. Transaction Amount: \$ \_\_\_\_\_ (if applicable)

3. Person Requesting the Video:

- A. Name: \_\_\_\_\_
- B. Organization/ Employer: \_\_\_\_\_
- C. Address: \_\_\_\_\_
- D. Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_
- E. Where to Send the Requested Video Footage: \_\_\_\_\_  
\_\_\_\_\_
- F. Today's Date: \_\_\_\_\_

Once you have mailed your subpoena to our registered agent, CSC, you should email Southeastern Grocers your completed Questionnaire(s) and a courtesy copy of the subpoena to:  
[LegalSubpoenas@segrocers.com](mailto:LegalSubpoenas@segrocers.com).