



**SOUTHWESTERN  
INSTITUTE OF FORENSIC SCIENCES  
AT DALLAS**  
**Office of the Medical Examiner**  
2355 N. Stemmons Freeway  
Dallas, Texas 75207

TELEPHONE: 214-920-5900  
TELEPHONE: 214-920-5921  
FAX: 214-920-5947

**Attention: Effective Immediately 3.23.2020**

Dallas County Judge Clay Jenkins has issued a "Stay Home Stay Safe" shelter-in-place order for Dallas County residents effective March 23, 2020 at 11:59 p.m. The Southwestern Institute of Forensic Sciences includes essential operations and will continue to function with certain operational exceptions. Current operational exceptions are detailed below:

**Our building is closed to the general public for face-to-face transactions until further notice. Family members of decedents can call our main number for assistance, 214.920.5900 or can contact death investigation staff using the intercom device located on the pillar opposite the main entry door.**

**Public Information Records request:** Please call (214)920-5921 or e-mail [swifs.reports@dallascounty.org](mailto:swifs.reports@dallascounty.org). Requests submitted via US Mail or via facsimile may not be processed until normal operations resume.

Please see:

<https://www.texasattorneygeneral.gov/open-government/governmental-bodies/catastrophe-notice/update-calculation-business-days-and-covid-19> regarding calculation of business days in light of the Governor's recent Covid-19 disaster declaration. All requests will be processed in accordance with these guidelines while Dallas County is subject to the shelter-in-place order issued by Dallas County Judge Clay Jenkins.

**Funeral Home release forms and other documents requested by Medicolegal Death Investigation:** Funeral home releases can be delivered to the morgue acceptance area or sent via e-mail to [swifs.investigator@dallascounty.org](mailto:swifs.investigator@dallascounty.org). All other documents should be sent electronically to [swifs.investigator@dallascounty.org](mailto:swifs.investigator@dallascounty.org).

**Subpoena deliveries:** Subpoenas must be delivered via e-mail to Assistant District Attorney Ashley Fourt at [Ashley.Fourt@dallascounty.org](mailto:Ashley.Fourt@dallascounty.org). SWIFS is waiving immediate delivery of mandated subpoena witness fees and personal service during the COVID-19 pandemic. State or Federal mandated witness fees can be mailed and will be processed at a later date. No in-person subpoena service will be accepted until normal operations resume.

The following phone numbers can be used to contact someone in our office. Please leave a message and someone will return your call as soon as possible; please do not leave multiple messages as this will cause delays with responses.

**Main Number** – 214-920-5900 (Follow Prompts to reach Specific Department: Death Investigation, Cremation Permits, Death Certification or Records)

**Records** – 214-920-5921

**Accounting** – 214-920-5835 and 214-920-5914

Thank you for your cooperation during this time.