

IN THE CIRCUIT COURT OF THE
SIXTH JUDICIAL CIRCUIT OF THE
STATE OF FLORIDA IN AND FOR PINELLAS COUNTY

STATE OF FLORIDA,

Plaintiff,

vs.

CASE NO. 23-02935CF

TOMASZ KOSOWSKI,

Defendant.

_____/

VIRTUAL DEPOSITION OF ROBIN CLARK

DATE: July 31, 2024

TIME: 2:04 p.m.

PLACE: Various Remote Locations
Via Zoom Video Communications

REPORTER: KIMBERLY L. RENFROE, RPR
Stenographic Reporter

1 VIRTUAL
2 APPEARANCES:

NATHAN T. VONDERHEIDE, ESQUIRE
Assistant State Attorney
Post Office Box 17500
Clearwater, Florida 33762
For the State

6 WILLENGY RAMOS-WICKS, ESQUIRE
7 BJORN E. BRUNVAND, ESQUIRE
Brunvand Wise, P.A.
615 Turner Street
8 Clearwater, Florida 33756
For the Defendant

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1 DEPOSITION IN DISCOVERY

2 ROBIN CLARK

3 Pursuant to notice duly given, the virtual
4 deposition of ROBIN CLARK, called by the Defendant in
5 the above-styled cause, was taken by me, a Notary Public
6 in and for the State of Florida at Large, at the time
7 and place and in the virtual presence of counsel
8 enumerated on Page 2 hereof.

9 Thereupon, it was stipulated and agreed by and
10 between the attorneys for the respective parties, by and
11 with the consent of the said ROBIN CLARK, that signature
12 to the said deposition be reserved.

13 THE COURT REPORTER: Raise your right hand,
14 please.

15 Do you swear or affirm that the testimony
16 you're about to give in this cause will be the
17 truth, so help you God?

18 THE WITNESS: I do.

19 ROBIN CLARK, having been first duly sworn via
20 Zoom Video Communications, upon interrogation in
21 discovery, testified as follows:

22 DIRECT EXAMINATION

23 BY MS. RAMOS-WICKS:

24 Q. All right. Ms. Clark, are you ready?

25 A. Yes.

1 Q. All right. My name is Willengy Ramos-Wicks.
2 I am a criminal defense attorney. I work for Brunvand
3 Wise, P.A. Along with myself is also Bjorn Brunvand.
4 He's the lead attorney on the case and partner of the
5 firm. And together, along with others, we represent
6 Tomasz Kosowski in this case.

7 Along with us two defense attorneys is also
8 Mr. Vonderheide, Nathan Vonderheide. He's the Assistant
9 State Attorney here on behalf of the State of Florida.

10 And then our lovely court reporter, Kim. Okay?

11 A. Yes, ma'am.

12 Q. All right. Ms. Clark, can you please state
13 your name and spell your last name for the record?

14 A. Robin Clark. C-L-A-R-K.

15 Q. All right. And, Ms. Clark, where do you work?

16 A. I work for the Pinellas County Sheriff's
17 Office.

18 Q. And what do you do for the Pinellas County
19 Sheriff's Office?

20 A. I work in the Crime Scene unit. I am a
21 forensic science specialist. Actually, I'm a supervisor
22 right now.

23 Q. All right. And so you --

24 (Noise interruption.)

25 A. I'm sorry.

1 Q. It's okay. We're good?

2 A. I might have to move upstairs.

3 Q. Okay. I mean, if you want to do that, I'll --
4 I'll go ahead and give you a moment to do that. It's
5 not a big deal.

6 A. Yeah, let me do that. Because I -- I'm
7 afraid -- I don't want to have to keep muting because my
8 dogs bark.

9 Q. I understand.

10 A. Let me do that. Hold on one second.

11 (There was a brief recess and the proceedings
12 reconvened with the same appearances.)

13 Q. Okay. You're good?

14 A. Yes. So sorry.

15 Q. No problem.

16 All right. So I think where we left off was that
17 you told me what your position was with the Pinellas
18 County Sheriff's Office, right?

19 A. Yes, ma'am.

20 Q. Okay.

21 So I wanted to ask, when did you become a forensic
22 specialist?

23 A. So I started with the sheriff's office in '99,
24 and I went over to crime scene in 2000.

25 Q. Okay. And when did you become a forensic

1 supervisor?

2 A. I became an assistant in 2020. And then a
3 supervisor in 2021.

4 Q. Okay. And did you receive any specific, you
5 know, training as it relates to your assistant
6 supervisor position or your supervisor position?

7 A. We have leadership -- Leadership Institute
8 within the sheriff's office that gives out supervisory
9 classes. Also, Gap Science has a supervision course
10 like a Part 1 and Part 2. I've done those as well as
11 the internal trainings.

12 Q. All right.

13 And so how many hours of training would you say
14 that would consist of between the assistant supervisor
15 and supervisor positions?

16 A. Just related to supervision?

17 Q. Yes.

18 A. I would -- I'm going to guess maybe 160, but
19 that's just a guess. I don't -- unfortunately, I don't
20 have my training records here at home with me.

21 Q. Understood.

22 So in -- in connection with your duties as a, you
23 know, forensic specialist, forensic specialist
24 supervisor, do you typically write reports documenting
25 your involvement in investigations?

1 A. Yes. So anytime I respond out with the
2 specialist, I do a supplement on -- reflecting my
3 actions.

4 Q. All right.

5 And as it relates to this particular case,
6 Ms. Clark, did you write a supplement documenting your
7 involvement?

8 A. I did.

9 Q. Okay. And I see, for the record, that that's
10 Supplement 4, and -- and that's a PCS0 Report Number --
11 Pinellas County Sheriff's Office Report Number
12 LA23-2583. Is that accurate?

13 A. That is correct.

14 Q. Okay.

15 Have you had a chance to review this particular
16 supplement prior to this deposition this afternoon?

17 A. Yes.

18 Q. All right.

19 And in reviewing your supplement, did you note any
20 additions, corrections or changes that needed to be made
21 to your supplement?

22 A. No, I did not.

23 Q. So as we sit here today, your supplement is
24 full and complete?

25 A. Yes.

1 Q. All right.

2 So tell me, how did you become involved in this
3 case, Ms. Clark?

4 A. I received a call from Assistant
5 Supervisor Sanford to relieve her on scene as
6 supervisor; and then I responded to the location. I got
7 a quick briefing about the scene and then proceeded from
8 there.

9 Q. All right. And so how did you proceed from
10 there?

11 A. So when I arrived -- I'm just going to refer
12 to my report for a second.

13 Q. No problem.

14 A. When I arrived, the -- the two specialists
15 that were there were in the process of doing
16 documentation already because they had started with
17 Assistant Supervisor Sanford. So they continued with --
18 with that documentation. And then we proceeded to
19 complete the photography documentation and processing
20 documentation in the bathroom, the hallway and the lobby
21 area.

22 Q. All right. So when you say that the
23 documentation was already taking place, are you
24 referring to the specific documentation of the men's
25 bathroom that was occurring, you know, as you arrived on

1 the scene?

2 A. No, they had not entered the men's bathroom
3 prior to me arriving on scene. They were still working
4 in the lobby area and the outside of the electrical
5 room.

6 Q. All right. And so at some point, the
7 specialist that you reference in your report, Sanford
8 and King, and also Levesque, proceeded to the bathroom
9 to continue evidence collection and documentation?

10 A. When I arrived, Sanford left the scene. So it
11 was just King and Levesque and I.

12 So they proceeded to -- with their documentation of
13 the bathroom. Yes.

14 Q. All right. And so, in -- in your involvement
15 with this particular case, did you have the opportunity
16 to enter the bathroom?

17 A. Yes.

18 Q. All right.

19 And so did you serve more in a supervisory capacity
20 as Specialist King and Levesque were processing the
21 bathroom, or did you engage in any processing yourself?

22 A. So I did mostly the supervisor -- the
23 supervisory aspect; however, I did do some blood
24 collections as well. There was a lot for us to do, so I
25 tried to assist specialists when I can, when there's a

1 lot of evidence, or -- they also had to go and put
2 paper -- I don't know if you're familiar with the photo
3 of the front lobby. I'm sure you are.

4 So for the luminol in that area, they had to
5 completely cover all of those windows. So while they
6 were doing that, I was doing the blood collections.

7 Q. Okay. And I want to ask you about that in a
8 moment. But --

9 A. Okay.

10 Q. -- in a supervisory capacity -- right? -- I
11 just wanted to ask, what -- what is your role in a
12 supervisory capacity? You know, before you start going
13 hands-on and assisting your specialists.

14 A. So as a supervisor, we basically want to make
15 sure that the specialists are following our SOPs as far
16 as what each scene would require or the circumstances
17 would require for documentation or processing. And we
18 work also as liaisons between the detectives and the
19 specialists so that as the night goes on, if something
20 were to change or something -- additional information
21 would come forward, the detective would come to the
22 supervisor to relay that information, and then we could
23 pass that along to the specialist if we needed to change
24 anything or move to a different area or whatever the
25 circumstances would be.

1 Q. All right. And can you let me know what SOPs
2 are?

3 A. Oh. I'm sorry. Standard operating
4 procedures.

5 Q. Okay.

6 So you're there to ensure that your specialists are
7 following standard operating procedures and relaying
8 information as it comes in.

9 A. Correct.

10 Q. Perfect.

11 And so I want to now, like, turn our attention to,
12 you know, your collections that you made in this case.

13 A. Okay.

14 Q. So my understanding based on your -- on your
15 report is that you made collections based on specific
16 photo markers that were placed on the bathroom floor in
17 the men's bathroom. Correct?

18 A. Yes.

19 Q. Okay.

20 And so did you yourself place those evidence
21 markers there, or were those placed by someone else?

22 A. Those I placed along with Specialist King and
23 Levesque.

24 Q. Okay.

25 So I'm going to share a screen because I do have

1 the specific photos for those. And I just --

2 A. Okay.

3 Q. -- want to walk you through your testimony.

4 (Screen shared.)

5 Q. All right. So can you see that photo?

6 A. Yes.

7 Q. Perfect.

8 So you indicated in your report that you collected
9 swabs of possible blood starting at Evidence Marker
10 Number 7.

11 Is -- is this photo a fair and accurate
12 representation of where Evidence Marker Number 7 was
13 placed?

14 A. Yes.

15 Q. Okay. And you indicated you placed that
16 marker down yourself?

17 A. Yes.

18 Q. All right.

19 And then as far as Evidence Marker 8, is this photo
20 a fair and accurate representation of where that marker
21 was when you collected that sample?

22 A. Yes.

23 Q. Okay.

24 All right. So I have a close-up photo. And it's
25 showing, also, this particular photo, which is

1 B59101-732 is showing Evidence Marker Number 6.

2 So is this a fair and accurate representation of
3 where Evidence Marker Number 6 was?

4 A. Yes.

5 Q. And just to touch on Evidence Marker Number 6,
6 you indicated that you collected -- you conducted, I
7 apologize, a phenolphthalein test for that particular
8 evidence marker?

9 A. I conducted a phenolphthalein test for all of
10 the collections.

11 Q. Right. But you note specifically in your
12 report as to Evidence Marker Number 6 that it was a
13 negative phenol test.

14 So can you explain that to me?

15 A. So I collected a blind swab from the front
16 edge of the sink, which would mean that there was not
17 blood visible to my eye; however, given the
18 circumstances of other areas of blood on this possible
19 blood on the sink, I did a swab from that area and then
20 tested it, but it was negative for phenolphthalein.

21 Q. All right.

22 And -- and you note that there's areas of -- you --
23 in quotes, "possible blood" throughout your report. Why
24 possible blood; can you explain that?

25 A. So we typically put possible blood, even if

1 it's a positive phenol test, because it's not confirmed
2 blood until it is sent to the lab for confirmation.

3 Q. Okay.

4 So going to Evidence Marker Number 7 on the
5 bathroom floor, you indicated that you collected a
6 sample from this particular area, correct?

7 A. Yes, ma'am.

8 Q. Okay. And you indicated that the collection
9 from this particular area resulted in a positive result
10 for the presence of possible blood. Is that accurate?

11 A. Yes.

12 Q. All right.

13 So can you explain, you know, what is a positive
14 result? Like what the -- like walk me through the
15 testing process and what a positive result consists of.

16 A. So the testing process would be a moistened
17 swab to collect a sample. And then that swab is tested
18 with phenolphthalein. And then I do a collection swab.

19 Q. A collection swab of the sample?

20 A. Correct.

21 Q. So there's two different swabs.

22 A. That's how I do it.

23 Q. All right.

24 Is that like standard operating procedure for you
25 to have two swabs?

1 A. No.

2 So I know a lot of people -- there's two swabs in
3 the sleeve. A lot of people will do one swab for the
4 phenol and then one swab for the collection. I've just
5 always done it two swabs. That's just the way I've done
6 it forever, since I started; and that's how I do it.
7 We're not -- we're not limited to one swab or two swabs
8 for our collection. So I don't know, it's just habit.

9 Q. Thank you. I appreciate it. It just sounded
10 like it wasn't so I wanted to make sure.

11 So what other agents could cause a positive -- like
12 a false positive result using phenolphthalein?

13 A. Sometimes you could have either certain
14 chemicals or certain food products. That's why we
15 always say possible. And then it is confirmed, like I
16 said, by the lab.

17 Q. Okay.

18 So let me go back.

19 So this particular photo which is B59101-0740,
20 it -- it depicts one more evidence marker so that's why
21 I wanted to go back to it. It's Evidence Marker
22 Number 9, which is also documented in your report. Is
23 this photo a fair and accurate representation of where
24 Evidence Marker Number 9 was?

25 A. Yes.

1 Q. So I want to hone in on Evidence Marker
2 Number 8. As far as Evidence Marker Number 8, you
3 indicated in your report that you also collected a
4 sample of this particular -- a sample from this
5 particular area --

6 A. Uh-huh.

7 Q. -- and also tested it for phenolphthalein; is
8 that accurate?

9 A. Yes.

10 Q. Okay.

11 So you indicate in your report that it's a positive
12 result for the presence of possible blood, right?

13 A. Yes.

14 Q. And then you just testified a moment ago that
15 you confirm, you know, whether or not it's actually
16 blood, the sample you collected in the lab. Right?

17 A. No. I don't confirm that. The sample is
18 sent. The sample is turned in, and then whatever is
19 sent to the lab, they confirm it.

20 Q. Okay. Yeah. I'll -- I'll rephrase. I
21 apologize.

22 A. Okay.

23 Q. So it's -- it's been confirmed in a lab. Not
24 by you, but by somebody else.

25 A. Correct.

1 Q. Okay.

2 So, to your knowledge, was this particular sample
3 confirmed to be, like, blood in the lab?

4 A. I don't know. I don't know what swabs were
5 sent out.

6 Q. All right.

7 So you wouldn't know, and you weren't involved as
8 far as the testing, confirmation testing for this
9 particular sample, Number 8.

10 A. No, ma'am.

11 Q. Okay.

12 All right. So this photo here depicts a couple of
13 more evidence markers. So we have Evidence Marker
14 Number 10. And then I'm not sure if you can see it, but
15 there's Evidence Marker here, Number 12 it appears to
16 be.

17 Is this a fair and accurate representation of where
18 these evidence markers were when you collected these
19 samples?

20 A. Yes.

21 Q. Okay. And so just kind of touching on samples
22 Number 10 and 12, in your report, you indicate that you
23 collected swabs of possible blood from these areas. And
24 upon conducting phenolphthalein testing, it resulted in
25 a positive result for the presence of possible blood?

1 A. Yes.

2 Q. Okay.

3 Okay. So then going to this photo, there's one
4 more sample I haven't touched on yet, and that would be
5 the sample collected from the Evidence Marker Number 11.
6 Is -- in this photo, in particular, which depicts
7 Evidence Markers 9, 10, 11 and 12, is this a fair and
8 accurate representation of where Evidence Marker
9 Number 11 was located when you collected the sample from
10 this area?

11 A. Yes.

12 Q. All right.

13 And in your report -- again, just to confirm -- you
14 indicated that you conducted phenolphthalein testing on
15 this particular sample and there was positive results
16 for the presence of possible blood?

17 A. Yes.

18 Q. Okay.

19 All right. So there was also some other possible
20 blood collections that you made throughout the men's
21 bathroom as well, in different areas.

22 A. Yes, ma'am.

23 Q. Okay.

24 And were these like also marked with evidence
25 markers or were these areas that you personally observed

1 and collected samples from?

2 A. These were photographed areas, but, however,
3 were not marked with markers. No.

4 Q. Okay.

5 And so did you photograph those particular areas or
6 did somebody else photograph these -- those particular
7 areas that you collected samples from?

8 A. No. All of the areas were photographed -- I'm
9 trying to think -- by King, I believe. Yes, I believe
10 so.

11 Q. All right. And so then once King photographed
12 the areas, did you --

13 A. Then I would follow behind her and do the
14 swab.

15 Q. Okay. That's what I was curious about.

16 So you were right behind her while she was taking
17 the photos, collecting the swabs?

18 A. Yes, ma'am.

19 Q. Okay.

20 And so did you conduct testing for phenolphthalein
21 on those particular areas that you reference in your
22 report?

23 A. Yes.

24 Q. Okay.

25 And did you receive any positive results for the

1 presence of possible blood from any of those areas that
2 you collected blood collections from?

3 A. Yes. Those were all positive. The only
4 negative one was the Number 6 --

5 Q. Okay.

6 A. -- I talked about.

7 Q. Right. Because I don't -- I don't see -- you
8 make like a specific note in your report that the areas
9 that you collected the blood collections from, which was
10 the right paper towel dispenser; the top of the toilet
11 tank; the bottom of the toilet seat on the left side;
12 the bottom portion of the toilet of the men's stall; the
13 handrail in the men's stall, right edge towards the
14 toilet; the handrail in the men's stall, center area;
15 the handrail, left area; and the interior edge of the
16 stall door from the top to the handle area; but you
17 don't make a specific note in your report that you
18 tested these areas, and that it was positive for the
19 presence of possible blood.

20 A. So it kind of continues from the first
21 sentence -- the first paragraph above: The collections
22 were tested resulting in positive results.

23 And then I list the photo numbers.

24 And then I also made positive possible blood
25 collections from the following areas; and then those

1 listed -- those areas were listed.

2 Q. Okay. So that ties into the positive result
3 from the --

4 A. Correct.

5 Q. Okay.

6 A. Correct.

7 Q. All right.

8 And so what is a blind swab? Because you indicated
9 you collected a blind swab from the front edge of the
10 men's bathroom sink.

11 A. So as I stated before, the blind swab would be
12 a swab where I was not visibly seeing blood; however,
13 given the fact that there was areas -- other areas of
14 possible blood in that -- on the sink, I just did a
15 blind swab. So a -- just a swab of the area, and then
16 tested it. But this test -- this one swab tested
17 negative.

18 Q. All right.

19 And you also indicate in your report that you
20 further assisted Specialist King with documenting what
21 appeared to be layers of wadded paper towels. Do you
22 recall that?

23 A. Yes.

24 Q. Okay.

25 And so as far as the paper towels are concerned,

1 can you walk me through like how the paper towels were
2 collected and processed?

3 A. So what we did was we laid down trace paper
4 outside of the men's bathroom, and we kind of had to do
5 it in layers because of the quantity of papers that were
6 stuffed in there. So we would take out like a layer,
7 place it down, and then Specialist King would photograph
8 it and we would bag it and then -- then -- then do that
9 again until the trash barrel was empty.

10 And then she was in charge of any additional
11 processing later on. You would have to refer to her
12 supplement.

13 Q. Okay. Thank you, I appreciate that.

14 I'm going to share screen again.

15 A. Okay.

16 (Screen shared.)

17 Q. Is this the particular trash barrel that
18 you're referring to?

19 A. Yes.

20 Q. Okay. Perfect.

21 And you can see that okay?

22 A. Yes.

23 Q. And so I do see the photos with the trace
24 paper. Is this what you're referring to when you placed
25 the trace paper on the floor?

1 A. Yes.

2 Q. Okay.

3 A. But I'm not sure where in the -- later,
4 probably a few more down the line here, there's just
5 photos of the paper on the floor. And then the items of
6 wadded paper on the brown paper.

7 Q. Okay.

8 And so you were saying that when this particular
9 trash bin with these wads of paper towels, that you
10 would take out a layer, you know, obviously collect and
11 process whatever was in that particular layer and then
12 go down and take another layer.

13 How were the layers removed, by hand or --

14 A. Yes. So the layers were removed by hand. So
15 I would take some of them and remove and place them
16 right there on the paper. Specialist King would
17 photograph them and then I would put them in a bag.

18 Q. Okay. Perfect.

19 A. So that way only one person is getting their
20 hands in the trash.

21 Q. Right.

22 A. And that was me.

23 Q. Okay.

24 So -- and -- and I'm referring to photo B59101-682.

25 Is this a fair and accurate representation of, like,

1 where the paper's -- like, wadded paper towels were
2 placed once they're removed from the trashcan?

3 A. Yes.

4 Q. Okay.

5 And so this photo documentation, is this -- are you
6 doing that or is Specialist Levesque doing that, or
7 King?

8 A. No. Specialist King was doing the photos.

9 Q. Okay. So King was taking these photos as it
10 was -- like the content from the trashcan was being
11 placed on this paper.

12 A. Yes, yes.

13 Q. Okay.

14 And so then, as far as the collections are
15 concerned, were you doing the collections or just the
16 removal and placement?

17 A. So once she photographed them, they were
18 placed in bags and then she collected the items.

19 Q. Okay. And so you didn't do any further
20 processing of these particular wads of paper towels.

21 A. No, ma'am.

22 Q. Okay.

23 Is there any other processing that you assisted,
24 you know, your -- your specialist with that wasn't
25 documented in your report?

1 A. No.

2 Q. Okay.

3 And so did you have any further involvement in this
4 case, like as far as follow-up processing of any items
5 that were collected?

6 A. No. I did no follow-up processing.

7 Q. All right.

8 MS. RAMOS-WICKS: I don't have any further
9 questions. I'll check in with Mr. Brunvand to see
10 if he has any other questions.

11 THE WITNESS: Okay.

12 MS. RAMOS-WICKS: Well, let me check in with
13 Mr. Vonderheide then to see if he has any
14 questions.

15 MR. VONDERHEIDE: I'm good. No questions.
16 Thank you very much.

17 MS. RAMOS-WICKS: Okay. Thank you.

18 (Discussion off the record.)

19 MS. RAMOS-WICKS: So, Ms. Clark, would you
20 like to read or waive?

21 THE WITNESS: I'll read.

22 MS. RAMOS-WICKS: Okay. So you can provide --
23 or I guess, I mean, you can either provide your
24 information to Kim or she can go through the state
25 attorney, I'm sure.

1 THE WITNESS: Okay. And I'll text Kristen and
2 see if she can sign in early.

3 MR. VONDERHEIDE: That'd be great.

4 MS. RAMOS-WICKS: Perfect. Thank you.

5
6 THEREUPON, the virtual deposition concluded at
7 2:35 p.m.

ERRATA SHEET

IN RE: State of Florida versus Tomasz Kosowski

DATE TAKEN: July 31, 2024

WITNESS: ROBIN CLARK

Page	Line	Correction	Reason
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Under penalties of perjury, I declare that I have read
the foregoing document and that the facts stated in it
are true.

DATE (ROBIN CLARK)

CERTIFICATE OF OATH

STATE OF FLORIDA

COUNTY OF PINELLAS

I, the undersigned authority, certify that
ROBIN CLARK personally appeared before me via Zoom Video
Communication and was duly sworn on July 31, 2024.

Witness my hand and official seal this
30th day of December, 2024.



KIMBERLY L. RENFROE, RRR



Notary Public, State of Florida
Commission No.: HH 80650
Expiration Date: 1/31/25

REPORTER'S DEPOSITION CERTIFICATE

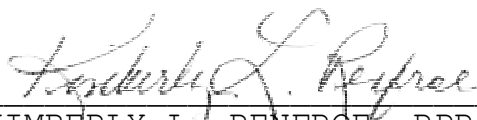
STATE OF FLORIDA

COUNTY OF PINELLAS

I, Kimberly L. Renfroe, Registered Professional Reporter, certify that I was authorized to and did stenographically report the virtual deposition of ROBIN CLARK; that a review of the transcript was requested; and that the transcript is a true and complete record of my stenographic notes.

I further certify that I am not a relative, employee, attorney, or counsel of any of the parties, nor am I a relative or employee of any of the parties' attorney or counsel connected with this action, nor am I financially interested in the action.

Dated this 30th day of December, 2024.


KIMBERLY L. RENFROE, RPR

(Transcript ordered by Jeanette Bellon, Esquire, on December 10, 2024.)

December 31, 2024

Robin Clark
xxxxx@xxxxxxxx.com

Dear Forensic Specialist Clark:

Your virtual deposition taken in the case of State of Florida versus Tomasz Kosowski on July 31, 2024 has been transcribed. Per your request to review the transcript, it is being held at our office at 728 South New York Avenue, Lakeland, Florida, until February 7, 2024.

Please call 863-500-3603 to make arrangements to do this during our regular business hours of 8:30 a.m. to 5:00 p.m.

Thank you for your prompt attention to this matter.

Sincerely,

Kimberly L. Renfroe, RPR