

IN THE [COURT NAME] OF [COUNTY] COUNTY, [STATE]

[division] DIVISION

[plaintiff full legal name],
Plaintiff,

v.

[defendant full legal name],
Defendant.

Case No. [case number]

SUBPOENA DUCES TECUM

TO:

[full legal name of person or entity being subpoenaed]

[street address for service]

[city], [state] [zip code]

YOU ARE HEREBY COMMANDED to appear at the following location, date, and time:

1. **Location:** [location for compliance]
2. **Date and Time:** [date and time for compliance]

YOU ARE FURTHER COMMANDED to produce the following documents or electronically stored information at the aforementioned location, date, and time:

[description of documents or electronically stored information to be produced]

Failure to appear or produce the documents as commanded may subject you to penalties for contempt of court.

Issued by: [issued by]

[full legal name of issuing attorney or party]

Bar No.: [bar number]

[street address of issuing attorney or party]

[city], [state] [zip code]

Phone: [phone number of issuing attorney or party]

Email: [email address of issuing attorney or party]

Dated: [date subpoena is issued]