
USING THIS FORM

1. Copies
 - a. Original - to serving officer for use in providing proof of service, then to court.
 - b. First copy - to custodian. Make additional copies if more than one custodian.
 - c. Second copy - to opposing counsel or, if unrepresented, to opposing party (sent by applicant).
 - d. Third copy - to applicant (if requested).
 - e. Additional copies as dictated by local practice.
2. Prepared by clerk.
3. Attachment
 - a. Request for Subpoena Duces Tecum (if attached).
4. Preparation details
 - a. This form is useable in civil cases.
 - b. A Subpoena Duces Tecum in a civil case may be issued to obtain documents or tangible things from any entity only if the entity is not a party to the case. An application is needed, but the requesting party does not have to make application under oath.
 - c. Form CC-1405, Proof of Service, may be used for proof of service by the serving officer as an alternative to the procedure described above.

SUBPOENA DUCES TECUM (CIVIL CASE)

Rule 4:9(c) Case No. 1

2 Circuit Court

3
ADDRESS TELEPHONE NUMBER

4 V.
CUSTODIAN: REQUESTING PARTY:

5
.....
.....
.....

TO: 7 or any authorized officer:
You are commanded to serve this Subpoena Duces Tecum on the Custodian.

TO THE CUSTODIAN:

You or someone acting in your behalf are commanded to produce the documents and tangible things designated and described in the attached request below for issuance of this Subpoena Duces Tecum as follows:

8
ITEMS TO BE PRODUCED:
.....
8
.....

CONTINUED ON REVERSE SIDE

9 Documents are to be delivered on:

10 at to this court at the above address.

11 or before to:

12 the Clerk's office of this court at the above address.

13 Tangible things are to be:

14 made available to the REQUESTING PARTY at for
 to permit such party or someone acting in his behalf to inspect and
copy, test or sample such tangible things in your possession, custody or control.

15 delivered to this court at the above address on

OTHER TERMS: 16
.....
.....

17 You are further commanded to appear in person before this Court at the date and time shown above with the documents and/or tangible things subpoenaed by this Subpoena Duces Tecum and to be ready to testify in response to questions concerning these items.

WARNING: Failure to comply with the terms of this Subpoena Duces Tecum may result in your being fined or jailed for contempt of court.

18
DATE

19 Clerk
by 20
DEPUTY CLERK

DATA ELEMENTS

1. Court case number.
2. Name of court.
3. Address and telephone number of court.
4. Style of the case.
5. Name and address of custodian.
6. Name of party requesting this Subpoena Duces Tecum.
7. Name of sheriff and his bailiwick (Ex. "Sheriff of Fairfax County").
8. Check the appropriate box and, if applicable, insert a description of the items to be produced.
9. Check if documents are to be produced.
10. Check this box and insert the date and time of trial if documents are to be produced at trial.
11. Check this box and insert the deadline date if documents are to be produced before trial.
12. If Data Element No. 11 is completed, check the appropriate box and, if applicable, insert the location data.
13. Check this box if tangible items (other than documents) are to be produced.
14. Check and insert the location for inspection and the time period for which inspection will be allowed and name of person who will inspect the item.
15. Check and insert the date and time of trial if the items are to be produced for trial.
16. Insert any special terms ordered by the court in connection with the issuance of this Subpoena Duces Tecum.
17. Check if the custodian must appear at trial.
18. Date of issuance.

DATA ELEMENTS

(Continued)

19. Signature of clerk if issued by clerk. If issued by a deputy clerk, print or type the name of the clerk.
20. Signature of deputy clerk if issued by deputy clerk.