

**SUBPOENA DUCES TECUM (CIVIL) –**  
**ATTORNEY ISSUED** VA. CODE §§ 8.01-413, 16.1-89, 16.1-265;  
Commonwealth of Virginia Supreme Court Rules 1:4, 4:9

Case No.: .....

.....  
HEARING DATE AND TIME

..... Court

.....  
COURT ADDRESS

.....  
**v./In re:** .....

**TO THE PERSON AUTHORIZED BY LAW TO SERVE THIS PROCESS:**

You are commanded to summon

.....  
NAME

.....  
STREET ADDRESS

.....  
CITY

.....  
STATE

.....  
ZIP

**TO the person summoned:** You are commanded to make available the documents and tangible things designated and described below:

.....  
at ..... at .....  
LOCATION DATE AND TIME

to permit such party or someone acting in his or her behalf to inspect and copy, test or sample such tangible things in your possession, custody or control.

This Subpoena Duces Tecum is issued by the attorney for and on behalf of

.....  
PARTY NAME

.....  
NAME OF ATTORNEY

.....  
VIRGINIA STATE BAR NUMBER

.....  
OFFICE ADDRESS

.....  
TELEPHONE NUMBER OF ATTORNEY

.....  
OFFICE ADDRESS

.....  
FACSIMILE NUMBER OF ATTORNEY

.....  
DATE ISSUED

.....  
SIGNATURE OF ATTORNEY

**Notice to Recipient:** See page two for further information.

---

**RETURN OF SERVICE** (see page two of this form)

**TO the person summoned:**

If you are served with this subpoena less than 14 days prior to the date that compliance with this subpoena is required, you may object by notifying the party who issued the subpoena of your objection in writing and describing the basis of your objection in that writing.

**This SUBPOENA DUCES TECUM is being served by a private process server who must provide proof of service in accordance with Va. Code § 8.01-325.**

**TO the person authorized to serve this process:** Upon execution, the return of this process shall be made to the clerk of court.

NAME: .....	
ADDRESS: .....	
<input type="checkbox"/> <b>PERSONAL SERVICE</b>	Tel. .... No. ....
Being unable to make personal service, a copy was delivered in the following manner:	
<input type="checkbox"/> Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above:	
.....	
<input type="checkbox"/> Posted on front door or such other door as appear to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.)	
<input type="checkbox"/> <b>NOT FOUND</b>	....., Sheriff
..... DATE	by ..... Deputy Sheriff

**CERTIFICATE OF COUNSEL**

I, ....., counsel for ....., hereby certify that a copy of the foregoing subpoena duces tecum was .....  
DELIVERY METHOD

to ....., counsel of record for .....,

on the ..... day of .....

\_\_\_\_\_  
SIGNATURE OF ATTORNEY

**NOTICE:** Upon receipt of the subpoenaed documents, the requesting party must, if requested, provide true and full copies of those documents to any other party or to the attorney for any other party, provided the other party or attorney for the other party pays the reasonable cost of copying or reproducing those documents. This does not apply when the subpoenaed documents are returnable to and maintained by the clerk of the court in which the action is pending. Va. Code § 8.01-417