

Subpoena for Employment Records

Court:

Superior Court of [County], State of [State]

Case Number:

[Case Number]

Plaintiff:

[Plaintiff Name]

Defendant:

[Defendant Name]

To:

Custodian of Records

[Employer Name]

[Employer Address]

YOU ARE HEREBY COMMANDED TO PRODUCE THE FOLLOWING EMPLOYMENT RECORDS:

- Dates of employment
- Job titles and descriptions
- Wage and salary history
- Attendance records
- Performance evaluations
- Disciplinary actions
- Termination records, if any

Date and Location for Production:

[Date], at [Time]

[Location or Address for Production]

Issued By:

[Attorney Name]

[Attorney for Plaintiff/Defendant]

[Law Firm Name]

[Address]

[Phone Number]

Date of Issuance:

[Date]

Signature:

[Attorney Name]