

# SUBPOENA DUCES TECUM

For Witness Appearance and Production of Documents

[Court Name]

[Court Address]

**Case Number:**

\_\_\_\_\_

**Case Title:**

\_\_\_\_\_

**Issued To:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**TO:**

YOU ARE HEREBY COMMANDED to appear in person before this Court as a witness in the above-captioned matter at the place, date, and time specified below, and to bring with you the documents or items described herein.

**Appearance Details:**

**Date:**

\_\_\_\_\_

**Time:**

\_\_\_\_\_

**Location:**

\_\_\_\_\_

**Documents/Items to Produce:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Failure to appear** in response to this subpoena or to produce the requested documents may subject you to penalties prescribed by law.

If you have any questions regarding this subpoena, please contact: \_\_\_\_\_

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Signature of Issuing Officer or Attorney  
[Name, Address, and Telephone Number]