

SUBPOENA DUCES TECUM (CIVIL CASE)

Rule 4:9 A Case No.

..... Circuit Court

ADDRESS

TELEPHONE NUMBER

CUSTODIAN: v. REQUESTING PARTY:
.....
.....
.....
.....

TO: 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, electronically stored information, and tangible things designated and described [] in the attached request [] below for issuance of this Subpoena Duces Tecum as follows:

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

[] CONTINUED ON REVERSE SIDE

- [] Documents are to be delivered on:
 - [] at to this court at the above address.
 - [] or before to:
 - [] the Clerk’s office of this court at the above address.
 - []
- [] Tangible things are to be:
 - [] 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.
 - [] delivered to this court at the above address on

OTHER TERMS:

[] You are further commanded to appear in person before this Court at the date and time shown above with the documents, electronically stored information, 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.

..... DATE , Clerk
by DEPUTY CLERK

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

