

Subpoena Compliance Instructions

Date: [Insert Date]

To: [Expert's Name]

Address: [Expert's Address]

Dear [Expert's Name],

You are hereby notified to comply with the subpoena for expert testimony issued on [Insert Date of Subpoena]. This letter provides you with the necessary instructions to ensure your compliance.

1. Date and Time of Testimony

Your testimony is scheduled for [Insert Date and Time]. Please arrive at least 30 minutes early to ensure a prompt start.

2. Location

The testimony will take place at [Insert Location/Address].

3. Required Materials

Please bring with you the following materials:

- Any relevant documents requested in the subpoena.
- Your curriculum vitae.
- Any additional materials pertinent to your expert opinion.

4. Legal Representation

You have the right to consult with legal counsel before or during your testimony. If you choose to have legal representation, please inform us in advance.

5. Contact Information

If you have any questions or require further clarification regarding the subpoena, please contact me at:

Email: [Your Email]

Phone: [Your Phone Number]

Thank you for your cooperation. We appreciate your expertise and look forward to your appearance.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]