

Subpoena Duces Tecum

IN THE [COURT NAME]
[JURISDICTION]
CASE NO: [CASE NUMBER]

TO: [RECIPIENT'S NAME]
[RECIPIENT'S ADDRESS]
[CITY, STATE, ZIP CODE]

YOU ARE HEREBY COMMANDED to produce and permit inspection and copying of the documents described below at [LOCATION], on [DATE], at [TIME].

Documents Requested:

1. All communications records, including emails, messages, and any correspondence related to [SPECIFIC SUBJECT OR CASE]. 2. Any records of meetings or discussions held concerning [SPECIFIC SUBJECT OR CASE]. 3. [ANY ADDITIONAL DOCUMENT REQUESTS]

Failure to comply with this subpoena may result in sanctions or penalties as deemed appropriate by the court.

Issued this [DATE] day of [MONTH], [YEAR].
[YOUR NAME]
[YOUR TITLE]
[YOUR CONTACT INFORMATION]
[COURT SEAL IF APPLICABLE]