

**SUBPOENA/SUBPOENA DUCES TECUM
TO PERSON UNDER FOREIGN SUBPOENA**

File No.

Commonwealth of Virginia VA CODE §§ 8.01-412.8—8.01-412.15; Rule 4:9

..... Circuit Court

.....
ADDRESS OF COURT

..... *v./In re:*

TO THE PERSON AUTHORIZED BY LAW TO SERVE THIS PROCESS:

You are commanded to summon

.....
NAME

.....
STREET ADDRESS

.....
CITY

.....
STATE

.....
ZIP

TO THE PERSON SUMMONED: You are commanded to

attend and give testimony at a deposition

produce the books, documents, records, electronically stored information, and tangible things designated and described below

.....
.....
.....
.....

at at ;
LOCATION DATE AND TIME

and to permit inspection and copying by the requesting party or someone acting in his or her behalf of the designated items in your possession, custody or control

permit inspection of the premises

at the following location

.....
LOCATION

on
DATE AND TIME

This subpoena is issued upon the request of the party named below

.....
NAME OF REQUESTING PARTY

.....
STREET ADDRESS

.....
CITY

.....
STATE

.....
ZIP

.....
TELEPHONE NUMBER

The requesting party has submitted to this Clerk's Office the foreign subpoena, copy attached, the terms of which are incorporated herein, and the written statement required by Virginia Code § 8.01-412.10.

The names, addresses and telephone numbers of all counsel of record in the proceeding to which the subpoena relates and of parties not represented by counsel are provided [] below [] on attached list.

..... DATE ISSUED
..... CLERK
by
..... DEPUTY CLERK

..... NAME OF ATTORNEY FOR REQUESTING PARTY
..... BAR NUMBER LICENSING STATE
..... OFFICE ADDRESS
..... TELEPHONE NUMBER OF ATTORNEY
..... OFFICE ADDRESS
..... FACSIMILE NUMBER OF ATTORNEY

..... NAME
..... BAR NUMBER LICENSING STATE
..... STREET ADDRESS
..... TELEPHONE NUMBER
..... STREET ADDRESS
..... FACSIMILE NUMBER

..... NAME
..... BAR NUMBER LICENSING STATE
..... STREET ADDRESS
..... TELEPHONE NUMBER
..... STREET ADDRESS
..... FACSIMILE NUMBER

..... NAME
..... BAR NUMBER LICENSING STATE
..... STREET ADDRESS
..... TELEPHONE NUMBER
..... STREET ADDRESS
..... FACSIMILE NUMBER

RETURN OF SERVICE (see page three of this form)

This SUBPOENA/SUBPOENA DUCES TECUM TO PERSON UNDER FOREIGN SUBPOENA is being served by a private process server who must provide proof of service in accordance with Va. Code § 8.01-325.

TO the person authorized to serve this process: Upon execution, the return of this process shall be made to the Clerk of Court.

NAME:	
ADDRESS:	
.....	
<input type="checkbox"/> PERSONAL SERVICE	Tel. No.
Being unable to make personal service, a copy was delivered in the following manner:	
<input type="checkbox"/> Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above:	
.....	
.....	
<input type="checkbox"/> Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.)	
<input type="checkbox"/> not found, Sheriff
.....	by , Deputy Sheriff
DATE	