

VIRGINIA:

FAIRFAX CIRCUIT COURT

REQUEST FOR SUBPOENA DUCES TECUM (PRODUCTION OF DOCUMENTS IN COURT AND ELSEWHERE)

Plaintiff _____ v Defendant _____
Name Name

Case No. _____ - _____

Check one:

- Request for Witness to Testify and Produce Records in Court
- Request for Production of Records only (other location)
- Request for Deposition and Production of Records (other location)

1. The Clerk of said Court will please summon the following witness:

Witness Name/Company Address of Witness

to testify and produce records at:

Fairfax Circuit Court, 4110 Chain Bridge Rd., Fairfax, Va. 22030 (list records on attachment)

on _____ at _____
Date Time

2. The Clerk of said Court will please summon the following witness

Witness Name/Company Address of Witness

to appear for deposition and produce records at: (list records on attachment)

Name/Office/Address

on _____ at _____
Date Time

3. The Clerk of said Court will please summon the following witness:

Witness Name/Company Address of Witness

to produce records at location below: (list records on attachment)

Name/Office/Address

on _____ at _____
Date Time

Request on behalf of Plaintiff Defendant Other

Service by: Sheriff Private Process Server Other (Indicate)

Print Name (Attorney/Pro Se Name) Signature

Date: _____ Address: _____

Daytime Phone #: _____

PRODUCTION OF DOCUMENTS

List Records to be Produced: (submit additional attachments if necessary)

The undersigned hereby certifies that a true and correct copy of this application for issuance of a subpoena *dues tecum* was mailed or delivered to all counsel of record and to parties unrepresented by counsel on this ____ day of _____, 20____.

Name: (print) _____

Signature: _____

Address: _____

Daytime Phone # _____

Date: _____