

REQUEST FOR SUBPOENA DUCES TECUM (CIVIL CASE), \$5.00 FEE

Rule 4:9 A

Civil Case No. _____

Loudoun County Circuit Court
18 East Market Street, Leesburg VA 20176
Mailing Address: P.O. Box 550, Leesburg VA 20178
Phone: 703-771-5644

_____ v. _____

CUSTODIAN: (may attach list)

REQUESTING PARTY:

_____ NAME

_____ NAME

_____ STREET ADDRESS

_____ ADDRESS

_____ CITY STATE ZIP CODE

_____ PHONE NUMBER

TO BE SERVED BY: _____
(SHERIFF SERVICE IN VIRGINIA IS \$12)

ITEMS TO BE PRODUCED (list below or provide attachment):

Documents are to be delivered on by:

- _____ at _____ AM/PM to the Clerk's Office of this court at the above address.
- _____ at _____ AM/PM to:

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 _____ at _____ AM/PM.

OTHER TERMS: _____

You are further requested to appear in person with the items requested.

*******YOU MUST SUBMIT 2 COPIES OF THIS REQUEST & ANY ATTACHMENTS. THANK YOU.*******

REQUESTED BY: X _____ **DATE:** _____

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.