

SUBPOENA DUCES TECUM (CRIMINAL) –

ATTORNEY ISSUED VA. CODE §§ 16.1-131, 19.2-10.4

Commonwealth of Virginia Supreme Court Rules 1:12, 3A:12(b)

Case No.

HEARING DATE AND TIME

..... Court

COURT ADDRESS

V.

TO THE PERSON AUTHORIZED BY LAW TO SERVE THIS PROCESS:

You are commanded to summon

NAME

STREET ADDRESS

CITY

STATE

ZIP

A. You are commanded to appear in court on at
DATE TIME
and to bring with you the items as described in the attached affidavit or order together with a copy of this SUBPOENA DUCES TECUM.

B. You are commanded to appear in the clerk’s office of the court at the address shown above on
on at and to bring with you the items as
DATE TIME
described in the attached affidavit or order together with a copy of this SUBPOENA DUCES
TECUM.

C. You are commanded to deliver to the clerk’s office of this court on or before
..... at the items as described
DATE TIME
in the attached affidavit or order together with a copy of this SUBPOENA DUCES TECUM.

This Subpoena Duces Tecum is issued by the attorney for and on behalf of

PARTY NAME

NAME OF ATTORNEY

VIRGINIA STATE BAR NUMBER

OFFICE ADDRESS

TELEPHONE NUMBER OF ATTORNEY

OFFICE ADDRESS

FACSIMILE NUMBER OF ATTORNEY

DATE ISSUED

SIGNATURE OF ATTORNEY

Notice to Recipient: See page two for further information.

RETURN OF SERVICE (see page two of this form)

TO the person summoned:

If you are served with this subpoena less than 14 days prior to the date that compliance with this subpoena is required, you may object by notifying the party who issued the subpoena of your objection in writing and describing the basis of your objection in that writing.

This SUBPOENA DUCES TECUM 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 appear to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.)	
<input type="checkbox"/> NOT FOUND, Sheriff
..... <small>DATE</small>	by Deputy Sheriff

CERTIFICATE OF COUNSEL

I,, counsel for, hereby certify that a copy of the foregoing subpoena duces tecum was
DELIVERY METHOD.....
to, counsel of record for,
and to the clerk's office of the court in which this case is pending on the
..... day of

SIGNATURE OF ATTORNEY