

**SUBPOENA DUCES TECUM**

Commonwealth of Virginia VA. CODE §§ 16.1-89, 16.1-131, 16.1-265, Rules 3A:12, 4:9(c)

- General District Court
- Juvenile and Domestic Relations District Court

.....  
CITY OR COUNTY

.....  
STREET ADDRESS OF COURT

**REQUEST FOR SUBPOENA DUCES TECUM**

A. I request that a subpoena duces tecum be issued to require the custodian named at right or someone acting on his or her behalf to produce the items  described below  on the attached request for issuance of a subpoena duces tecum.

.....  
ITEMS TO BE PRODUCED

1. To be delivered to:

- this Court at the above address on: .....
- the clerk's office of this court at the above address (documents only) on or before:

.....  
DATE AND TIME

2.  (Civil Cases — tangible things only) To be made available to the requesting party at:

..... for .....

LOCATION TIME PERIOD  
to permit such party or someone acting in his or her behalf to inspect and copy, test or sample such tangible things in your possession, custody or control.

B.  I further request that the custodian also appear in person before this Court at the date and time shown above in Paragraph

A.1. with the items subpoenaed.

C. I certify that a copy has been mailed or delivered to counsel of record and/or, if any, to parties not represented by a lawyer.

D. (Criminal cases only) I certify under oath that the items to be produced are material to the proceedings and are in the possession of a person who is not a party to this case.

.....  
DATE

.....  
SIGNATURE

Sworn and subscribed before me on .....

..... My Commission expires: .....

- CLERK
- DEPUTY CLERK
- NOTARY PUBLIC

**SUBPOENA DUCES TECUM**

TO ANY AUTHORIZED OFFICER: You are commanded to serve this SUBPOENA DUCES TECUM on the Custodian.

TO THE CUSTODIAN: You or someone acting in your behalf are commanded to produce the items described above, as requested above. If Paragraph B., above, is also checked, you are further commanded to appear in person before this court at the date and time shown above with the items subpoenaed by this subpoena duces tecum and to be ready to testify in response to questions concerning these items. Any objection to such production must be made promptly in writing to the Court.

**WARNING:** Failure to comply with the terms of this subpoena duces tecum may result in your being fined and/or jailed for contempt of court.

.....  
DATE

- CLERK
- JUDGE
- MAGISTRATE

RETURN DATE

CASE NO.

**SUBPOENA DUCES TECUM**

- COMMONWEALTH OF VIRGINIA
- CITY  COUNTY  TOWN OF

.....  
 .....  
PLAINTIFF(S)

*In re/V.*

.....  
DEFENDANT(S)

CUSTODIAN

.....  
NAME

.....  
ADDRESS/LOCATION

REQUESTED ON BEHALF OF:

- COMMONWEALTH
- PLAINTIFF(S)
- CITY, COUNTY or TOWN
- DEFENDANT(S)
- JUVENILE

**RETURNS: Each defendant was served according to law, as indicated below, unless not found.**

NAME.....  
 .....  
 ADDRESS.....  
 .....

PERSONAL SERVICE Tel.  
No.....

Being unable to make personal service, a copy was delivered in the following manner:  
 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.  
 .....

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.)  
 Served on Secretary of the Commonwealth.

Not found

SERVING OFFICER

..... DATE for .....

NAME.....  
 .....  
 ADDRESS.....  
 .....

PERSONAL SERVICE Tel.  
No.....

Being unable to make personal service, a copy was delivered in the following manner:  
 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.  
 .....

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.)  
 Served on Secretary of the Commonwealth.

Not found

SERVING OFFICER

..... DATE for .....