SUBPOENA CHECKLIST - DOCUMENTS

This checklist is a summary of the steps required to subpoena records or documents. Detailed instructions are available for each step in the SP-2 Subpoena Instructions.

SUBPOENA CHECKLIST FOR RECORDS OR DOCUMENTS

- ☐ Complete, sign, and electronically file the Subpoena for Records or Documents.
- ☐ Wait. You will receive electronic notification from eFlex once the Subpoena for Records or Documents has been issued by the court.
- ☐ Complete, sign, and electronically file the Notice of Intent to Serve Subpoena with a copy of the issued Subpoena attached.
- ☐ Serve the Notice of Intent to Serve Subpoena on all parties to the case.
- ☐ Complete, sign, and electronically file Proof of Service (for the Notice of Intent to Serve Subpoena).
- ☐ Wait at least 7 days after the Notice of Intent to serve Subpoena was served on the other parties.
- ☐ Print out a copy of the Subpoena for Records or Documents and provide it to the person (a 3rd party) who is going to serve the Subpoena.
- ☐ Have the 3rd party serve the Subpoena on the person, business, organization, or custodian of records.
- ☐ Electronically file Declaration of Personal Service (for the Subpoena).
- ☐ Wait to receive the subpoenaed documents or records.
- ☐ Serve all documents received through the Subpoena on the other parties.
- ☐ Complete, sign, and electronically file Proof of Service (for the documents received through the Subpoena).