

The Commonwealth of Massachusetts

Court

Docket Number _____

RECORDS SUBPOENA

To: _____

MA _____

Greetings...

You are hereby commanded, in the name of The Commonwealth of Massachusetts, to appear before a Notary Public or other officer authorized to administer oaths at _____

_____, MA _____,

On _____ day _____, 20__ at _____ : _____ M in the

_____noon, to give evidence of what you know relating to an action

of _____ Vs. _____ The

oral examination will continue from day to day thereafter until completed.

You are further required to bring with you:

*In lieu of your personal appearance, a complete copy of the material requested should be sent prior to

_____, 20__ to: _____,

_____, MA _____, Telephone: _____, Facsimile: _____

**** If requested records are from a business and provided without personal appearance; they must be accompanied by the attached signed records certification.***

Hereof fail not, as you will answer your default under the pains and penalties in the law in that behalf made and provided.

Dated at _____, Massachusetts on _____ 20__

Notary Public

My Commission Expires:

Issued By: _____ Phone Number: _____

Custodian Records Certification

The undersigned does depose and say under penalty of perjury that I am an authorized custodian of records for my company or business and that the enclosed documents represent all of the documents called for in the attached subpoena. No records have been withheld. All such records were kept in the regular course of business.

Signed under the pains and penalties of Perjury this _____ day of

_____ 20____

Signature:

Printed Name: