

[Date]

[Local Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

RE: [Case Caption/Matter Name] | Instructions for Subpoena Issuance

Dear [Local Counsel Name],

We represent [Client Name] in the above-referenced matter currently pending in [Originating Court Jurisdiction]. We are writing to formally retain your services as local counsel to facilitate the issuance and service of a subpoena in [Local Jurisdiction].

Enclosed please find the following documents:

- A certified copy of the [Subpoena/Commission/Letter Rogatory] issued by the originating court;
- A draft of the [Local State/Jurisdiction] Subpoena for [Production of Documents / Deposition Testimony];
- Supporting affidavits or required filing notices.

Instructions:

1. Review the enclosed documents for compliance with local rules and [UIDA/Local Statute].
2. File the necessary application or petition with the [Local Court Name] to obtain a local index number or case assignment, if required.
3. Issue the formal Subpoena directed to: [Name and Address of Witness/Entity].
4. Arrange for professional process service upon the witness.
5. Provide our office with a file-stamped copy of the issued subpoena and the subsequent Affidavit of Service.

Please advise us of your estimated fees and any required initial retainer. We request that you complete the issuance by [Required Date].

Thank you for your assistance. Please contact [Contact Name] at [Phone Number] or [Email] with any questions.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Contact Information]