

[Date]

[Local Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip]

RE: Issuance of Subpoena in [State] - [Case Caption/Matter Name]

Dear [Local Counsel Name],

Our firm represents [Client Name] in an action currently pending in the [Trial Court Name] in [Originating State], Case No. [Case Number]. We require your assistance as local counsel to domesticate and serve a subpoena upon [Name of Witness/Entity] located within your 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 [State] subpoena form required by your local court.
- A check in the amount of \$[Amount] for filing fees.

We request that you perform the following steps pursuant to the Uniform Interstate Depositions and Discovery Act (UIDDA) or applicable local statutes:

1. Submit the enclosed out-of-state subpoena to the Clerk of Court in [County/District] to trigger the issuance of a local [State] subpoena.
2. Once issued, please arrange for formal service of process upon the witness at the following address: [Witness Address].
3. Provide our office with a file-stamped copy of the issued subpoena and the subsequent proof of service.

The witness is required to [produce documents/appear for deposition] by [Date]. Please notify us immediately if you anticipate any procedural delays or if the local rules require specific modifications to the document requests.

We look forward to working with you. Please acknowledge receipt of this letter and confirm your ability to handle this matter.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Phone Number]

[Your Email]