

[Date]

[Local Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

**Re: [Case Name / Matter Number] - Direction to Issue Subpoena Duces Tecum**

Dear [Local Counsel Name],

This letter serves as our formal direction for your firm to act as local counsel in the matter referenced above for the purpose of issuing and serving a Subpoena Duces Tecum.

Please take the following actions:

- **Issue Subpoena:** Prepare and issue a Subpoena Duces Tecum directed to [Name of Witness/Entity] located at [Address of Witness/Entity].
- **Scope of Production:** The subpoena should command the production of the documents and materials set forth in the attached Exhibit A.
- **Compliance Date:** Please set the return date for [Date] at [Time] at your offices or via digital production.
- **Service of Process:** Arrange for formal service of the subpoena through a licensed process server in accordance with local rules.
- **Notice:** Provide notice of service to all parties of record as required by [State/Local] Rules of Civil Procedure.

Enclosed please find the following documents to assist in this filing:

1. Draft Subpoena Duces Tecum;
2. Exhibit A (Schedule of Documents);
3. A check for [Amount] for filing fees / service costs.

Please confirm receipt of these instructions and provide us with a file-stamped copy of the subpoena once issued.

Sincerely,

[Your Name]

[Lead Counsel Firm Name]

[Phone Number]

[Email Address]