

**DATE:** [Date]

**TO:** [Local Counsel Name]

**FIRM:** [Local Law Firm Name]

**ADDRESS:** [Local Counsel Address]

**RE:** Engagement for Issuance and Service of Subpoena Ad Testificandum

Dear [Name of Local Counsel],

This firm represents [Client Name] in the matter of [*Case Name*], currently pending in the [Original Jurisdiction Court] under Case No. [Case Number].

We require your assistance as local counsel to facilitate the issuance and service of a Subpoena Ad Testificandum upon the following witness residing within your jurisdiction:

**WITNESS NAME:** [Name of Witness]

**ADDRESS:** [Witness Address]

**INSTRUCTIONS:**

- Prepare and domesticate the enclosed [Foreign Subpoena/Commission/Notice of Deposition] pursuant to [Local State Statute, e.g., the Uniform Interstate Depositions and Discovery Act].
- File the necessary application with the [Local County/District Court] to obtain a local subpoena.
- Arrange for a professional process server to effectuate personal service upon the witness.
- Coordinate the appearance for the testimony scheduled for [Date] at [Time] via [Location or Remote Link].

**ENCLOSURES:**

- Certified Copy of [Notice of Deposition/Commission]
- Draft Local Subpoena Form
- Check for Filing Fees in the amount of \$[Amount]

Please confirm receipt of these instructions and provide us with an estimate of your fees for this limited engagement. Should you have any questions, please contact [Lead Attorney Name] at [Phone Number] or [Email].

Sincerely,

[Your Name]

[Your Law Firm]

[Your Phone Number]