

**[Date]**

**[Local Counsel Name]**

[Law Firm Name]

[Address]

[City, State, Zip]

**Re: [Case Caption / Matter Name]**

**Subject: Instructions for Service of Subpoena**

Dear [Local Counsel Name],

This firm represents [Client Name] in the above-referenced matter currently pending in the [Court Name]. We are retaining your services as local counsel to assist with the issuance and service of a subpoena within your jurisdiction.

### **1. Documents Provided**

Enclosed please find the following documents:

- A copy of the [Notice of Deposition / Subpoena Duces Tecum]
- A draft of the Local Subpoena form for [Local County/State]
- [Any required commission or letters rogatory]

### **2. Scope of Instructions**

We request that you perform the following actions:

- Finalize the subpoena on the appropriate local court forms.
- File the necessary paperwork with the clerk of court to have the subpoena issued.
- Arrange for formal service of process upon the witness: [Witness Name] at [Witness Address].
- Provide us with a file-stamped copy of the issued subpoena and the subsequent Affidavit of Service.

### **3. Deadlines and Fees**

Service must be completed no later than [Date]. Please notify us immediately if you anticipate any issues meeting this timeline. We understand your fees for this matter will be [Agreed Rate/Flat Fee]. Please direct all invoices to [Billing Contact/Email].

### **4. Point of Contact**

If you have any questions, please contact [Lead Attorney Name] at [Phone Number] or [Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Law Firm]

## **Enclosures**