

[Date]

[Local Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

RE: Instruction to Issue Subpoena - [Case Name / Matter Number]

Dear [Local Counsel Name],

We represent [Client Name] in the matter of [Case Name], currently pending in the [Trial Court Name] under Case Number [Case Number].

We require your assistance as local counsel to facilitate the issuance and service of a [Subpoena Duces Tecum / Subpoena Ad Testificandum] directed to [Name of Witness/Entity], located within your jurisdiction at [Witness Address].

Enclosed please find the following documents:

- A draft of the Subpoena including the required Schedule of Production;
- The Notice of Deposition/Production served in the home jurisdiction;
- [Commission / Letters Rogatory / Mandate] issued by the trial court (if applicable).

Specifically, we request that you:

1. Format the subpoena to comply with local court rules and [State] statutes (e.g., UIDDA).
2. File the necessary application or petition with your local court to obtain the issued subpoena.
3. Arrange for formal service of process upon the witness via a licensed process server.
4. Provide us with the filed Proof of Service once completed.

Please confirm receipt of these instructions and provide an estimate of the filing fees and your anticipated service charges. Should you have any questions regarding the scope of production or the deadline for compliance, please contact me directly at [Phone Number].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Contact Information]