

[Your Name/Firm Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Local Counsel Name]
[Local Counsel Firm]
[Address]
[City, State, Zip Code]

Re: [Case Name / Case Number]

Dear [Local Counsel Name],

Enclosed please find a [Notice of Deposition / Subpoena Duces Tecum] directed to [Name of Deponent], who resides or is located within your jurisdiction.

In accordance with the [Local Rules / Uniform Interstate Depositions and Discovery Act], we request your assistance in domesticating this subpoena and arranging for formal service of process. Specifically, we ask that you:

- Prepare and file the necessary application or petition with the local clerk of court.
- Ensure the issuance of a local subpoena that conforms to the requirements of your jurisdiction.
- Coordinate with a process server to effectuate service upon the witness.
- Provide us with the completed Proof of Service once obtained.

The deposition is currently scheduled for [Date] at [Time] via [Remote Platform/Physical Location]. Please let us know if there are specific local forms or additional filing fees required to complete this task.

Thank you for your assistance in this matter. Please contact me at [Phone Number] or [Email] if you have any questions regarding the enclosed documents.

Sincerely,

[Your Name]
[Your Title]

Enclosures: [List enclosed documents]