

**DATE:** [Date]

**TO:** [Local Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip]

**RE:** Execution of Discovery Subpoena

**Case Name:** [Case Name]

**Court/Case Number:** [Court Name, Case Number]

Dear [Local Counsel Name],

We represent [Client Name] in the above-referenced matter pending in [Originating Jurisdiction]. We are engaging your services to assist with the issuance and service of a discovery subpoena directed to [Witness/Entity Name] located in your jurisdiction.

### **1. Documents Provided**

Enclosed please find the following documents:

- A certified copy of the [Commission/Letter Rogatory/Out-of-State Subpoena].
- A draft of the Local Subpoena for [Documents/Deposition].
- The required process server information.

### **2. Instructions for Filing**

Please review the enclosed materials and perform the following:

- Issue the subpoena pursuant to [Local State Statute, e.g., UIDDA].
- File the necessary application or petition with the local court to obtain a domestic case number, if required.
- Ensure the subpoena is formatted correctly according to local rules.

### **3. Service of Process**

Once the subpoena is issued by the clerk, please:

- Coordinate with the process server to effectuate personal service on [Witness/Entity Name].
- Advise our office immediately once service has been perfected.
- Provide us with a file-stamped copy of the Affidavit of Service.

### **4. Compliance and Deadlines**

The requested return date for [Documents/Deposition] is [Date]. Please notify us if any local rules require a different notice period.

**5. Fees and Billing**

Please send your initial retainer agreement or invoice for filing fees to [Contact Person] at [Email Address].

If you have any questions, please contact me at [Phone Number]. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Contact Information]