

[Your Name/Law Firm]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email]

[Date]

[Opposing Counsel Name/Registered Agent]  
[Address]  
[City, State, Zip Code]

**RE: [Case Name]**  
**Case Number: [Case Number]**

# **NOTICE OF DEPOSITION DUCES TECUM**

**TO: [Name of Deponent], and their attorney of record:**

PLEASE TAKE NOTICE that, pursuant to the [State/Federal] Rules of Civil Procedure, the undersigned will take the deposition upon oral examination of [Name of Deponent] on [Date] at [Time].

The deposition will take place at the following location:  
[Physical Address or Virtual Platform Link]

The deposition will be recorded by [Stenographic Means/Video/Audio] before a certified court reporter or other officer authorized by law to administer oaths. The deposition will continue from day to day until completed.

## **PRODUCTIONS OF DOCUMENTS**

Pursuant to [Rule Number], the Deponent is required to bring with them and produce at the time and place of said deposition the following documents, electronically stored information, or tangible things:

- [Description of Item 1]
- [Description of Item 2]
- [Description of Item 3]
- [Description of Item 4]

Respectfully submitted,

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[Your Signature]  
[Your Printed Name]  
Attorney for [Plaintiff/Defendant]

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## **CERTIFICATE OF SERVICE**

I hereby certify that a true and correct copy of the foregoing Notice was served on [Opposing Party Name] via [Method of Service: e.g., Email/Mail/Process Server] on this [Day] day of [Month], [Year].

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[Your Signature]