

# Subpoena Request Form

FAX to Scott A. Kingsley, Constable: 781-979-7654

Print this form to your printer with the print option in your WEB browser. All information must be completed in order for this form to be processed, no cover sheet is necessary with this form. Please call us at 781-665-7654 if you have any questions or concerns.

## Subpoena requested by:

Firm Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

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## Subpoena to be served to:

First name: \_\_\_\_\_

Last Name , Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Name of Court / Place Witness is to Appear: \_\_\_\_\_

Plaintiff Name: \_\_\_\_\_

Defendant Name: \_\_\_\_\_

Time Witness is to Appear: \_\_\_\_\_

Docket # \_\_\_\_\_

**Any additional information about servicing this Subpoena? Additional information might include the best time to serve the person, physical descriptions etc... If the Subpoena is for Keeper of Records please list the requested documents below, or on a separate sheet. The information you provide will be typed on the Subpoena exactly as you enter it, be as specific as possible -**