

**VIRGINIA:**

**FAIRFAX CIRCUIT COURT**

**REQUEST FOR SUBPOENA DUCES TECUM (PRODUCTION OF DOCUMENTS IN COURT AND ELSEWHERE)**

Plaintiff \_\_\_\_\_ v Defendant \_\_\_\_\_  
Name Name

Case No. \_\_\_\_\_ - \_\_\_\_\_

Check one:

- Request for Witness to Testify and Produce Records in Court
- Request for Production of Records only (other location)
- Request for Deposition and Production of Records (other location)

1. The Clerk of said Court will please summon the following witness:

Witness Name/Company Address of Witness

to testify and produce records at:

Fairfax Circuit Court, 4110 Chain Bridge Rd., Fairfax, Va. 22030 (list records on attachment)

on \_\_\_\_\_ at \_\_\_\_\_  
Date Time

2. The Clerk of said Court will please summon the following witness

Witness Name/Company Address of Witness

to appear for deposition and produce records at: (list records on attachment)

\_\_\_\_\_  
Name/Office/Address

on \_\_\_\_\_ at \_\_\_\_\_  
Date Time

3. The Clerk of said Court will please summon the following witness:

Witness Name/Company Address of Witness

to produce records at location below: (list records on attachment)

\_\_\_\_\_  
Name/Office/Address

on \_\_\_\_\_ at \_\_\_\_\_  
Date Time

Request on behalf of  Plaintiff  Defendant  Other

Service by:  Sheriff  Private Process Server  Other (Indicate)

\_\_\_\_\_  
Print Name (Attorney/Pro Se Name)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

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

Daytime Phone #: \_\_\_\_\_

