

Subpoena Request Form

Fax to: Notary Public Department at (978) 882-0234

Instructions: Print this form out and fill in the applicable information regarding your case. Please use a dark colored pen to ensure that we can read the faxed copy. No cover sheet is necessary when you fax this form to us. If you have any questions, please call us at (978) 877-2536.

Type: Trial Subpoena Subpoena Duces Tecum Deposition Subpoena Government Agency Subpoena

Subpoena requested by:

Name: _____ Are you an attorney? Yes No
Address: _____ City: _____
State: _____ Zip: _____ Phone #: _____
E-Mail Address: _____

Subpoena to be issued and served to:

First Name: _____ Last Name: _____
Address: _____ City: _____
State: _____ Zip: _____

Misc. Information (description, phone number, SSN, etc.)

What should the witness bring with him/her? (Note: If you need documents, records, pictures, books, or other tangible items, that is in the possession or control of the person you wish to subpoena, please list what you need here. Be as specific as possible.)

Court/Case Information:

Name of Court / Agency: _____
Place Where Person Should Appear: _____
Plaintiff Name: _____ Defendant Name: _____
Docket/File #: _____ Date Person Should Appear: _____
Time Person Should Appear: _____



- Our subpoenas are drafted by degreed paralegals
- Issued by an officer authorized by law to issue subpoenas
- Served by certified process servers

We will email or call you to confirm that you are requesting the issuance of a subpoena. Payments can be made online at www.IPS-Notary.com.