

Civil Court of the City of New York

COUNTY OF _____

Index No. _____

Part

*Claimant(s)/Plaintiff(s)/Petitioner(s),
against*

Defendant(s)/Respondent(s),

SUBPOENA FOR RECORDS

(SUBPOENA DUCES TECUM)

THE PEOPLE OF THE STATE OF NEW YORK

To: _____:

We Command that you or someone on your behalf provide and produce the following item(s):

at _____ AM/PM, on the _____ day of _____, 19____,

at _____
(Address of Court)

to the Records Section of this Court, located in Room _____,

to the attention of Hon. _____ in Part _____, Room _____.

If you fail to provide and produce such information you may be deemed guilty of Contempt of Court, and be liable to pay to the party aggrieved ALL LOSS AND DAMAGES SUSTAINED and, in addition, FORFEIT FIFTY DOLLARS.

Chief Clerk, Civil Court

If required by law for governmental agencies, So Ordered:

Judge, Civil/Housing Court

Civil Court of the City of New York

COUNTY OF _____

Index No. _____

Part

Claimant(s)/Plaintiff(s)/Petitioner(s),
against

Defendant(s)/Respondent(s),

AFFIDAVIT OF SERVICE OF SUBPOENA FOR RECORDS

State of New York, County of _____ ss.:

_____, being duly sworn, deposes and says:
(Name of Deponent)

I am over 18 years of age and not a party to this action. At _____ AM/PM, on _____
(Time) (Date)

at _____
(Address)

in the County of _____, City of New York, I served the within Subpoena for Records (*Subpoena*

Duces Tecum) in this matter on: _____
(Name of Person Served)

known to me to be the Witness named herein by delivering and leaving with him/her personally a true copy thereof, and at the same time and place showing the original to him/her, and paying him/her the sum of \$_____, as fees for travelling to and from the place where s/he was required by the said Subpoena to attend, and for one day's attendance.

Description of Individual Served in Person:

| | | |
|------------------------|---------------------------|---------------------------|
| Sex: _____ | Color of Skin: _____ | Color of Hair: _____ |
| Approximate Age: _____ | Approximate Weight: _____ | Approximate Height: _____ |

Sworn to before me this ____ day of _____, 19_____.

(Signature of Notary Public)

(Signature of Deponent)

GENERAL INSTRUCTIONS

Anyone NOT A PARTY to the action, who is over the age of 18 and not a Police Officer, may serve the Subpoena.

1. Find the person to be served.
2. Show that person the **original** Subpoena.
3. Give that person a **copy** of the Subpoena.
4. Fill out the above Affidavit of Service and have it notarized.
5. Retain this Affidavit of Service for further procedures if the person fails to comply with the Subpoena.

Civil Court of the City of New York

COUNTY OF Kings
Part

Index No. KSC 122122/08

Sam Smith
Claimant(s)/Plaintiff(s)/Petitioner(s),
against
Jennifer Jones
Defendant(s)/Respondent(s),

SUBPOENA FOR RECORDS
(SUBPOENA DUCES TECUM)

THE PEOPLE OF THE STATE OF NEW YORK

To: Jennifer Jones:

We Command that you or someone on your behalf provide and produce the following item(s):

A copy of both sides of the check you said you paid me with (\$750) for the gardening services I did for you on April 10th

at 6:30 AM/PM, on the 15 day of MAY, 2008
at the Kings County Courthouse, 141 Livingston St. Brooklyn, NY
(Address of Court)

to the Records Section of this Court, located in Room 905,

to the attention of Hon. _____ in Part _____, Room _____.

If you fail to provide and produce such information you may be deemed guilty of Contempt of Court, and be liable to pay to the party aggrieved ALL LOSS AND DAMAGES SUSTAINED and, in addition, FORFEIT FIFTY DOLLARS.

* ^{See} Clerk will STAMP and PLACE the COURT SEAL. *

Chief Clerk, Civil Court

If required by law for governmental agencies, So Ordered:

In certain case the judge will have to Affix his/her NAME.

Judge, Civil/Housing Court

Civil Court of the City of New York

COUNTY OF KINGS

Index No. K5C 122122/08

Part

Sam Smith

Claimant(s)/Plaintiff(s)/Petitioner(s),
against

Jennifer Jones

Defendant(s)/Respondent(s)

AFFIDAVIT OF SERVICE
OF
SUBPOENA FOR RECORDS

State of New York, County of _____ ss.:

Name of person who served the SFR, being duly sworn, deposes and says:
(Name of Deponent)

I am over 18 years of age and not a party to this action. At 10:00 AM/PM, on April 15, 2008
(Time) (Date)
at The address where you served the SFR
(Address)

in the County of Kings, City of New York, I served the within Subpoena for Records (Subpoena
Duces Tecum) in this matter on: Jennifer Jones
(Name of Person Served)

known to me to be the Witness named herein by delivering and leaving with him/her personally a true copy thereof, and at the same time and place showing the original to him/her, and paying him/her the sum of \$ 0.00, as fees for travelling to and from the place where s/he was required by the said Subpoena to attend, and for one day's attendance.

| Description of Individual Served in Person: | | |
|---|--------------------------------|---------------------------------|
| Sex: <u>F</u> | Color of Skin: <u>W</u> | Color of Hair: <u>Brown</u> |
| Approximate Age: <u>45</u> | Approximate Weight: <u>145</u> | Approximate Height: <u>5'6"</u> |

* Sworn to before me this _____ day of _____, 19_____.

(Signature of Notary Public)

(Signature of Deponent)

* Bring the AFFIDAVIT to the Notary and he will fill in the date and add his signature and stamp. The server will sign Affidavit in front GENERAL INSTRUCTIONS of the Notary. Bring ID

Anyone NOT A PARTY to the action, who is over the age of 18 and not a Police Officer, may serve the Subpoena.

1. Find the person to be served.
2. Show that person the original Subpoena.
3. Give that person a copy of the Subpoena.
4. Fill out the above Affidavit of Service and have it notarized.
5. Retain this Affidavit of Service for further procedures if the person fails to comply with the Subpoena.