
16. Subpoena Duces Tecum

Used whenever records or documents are needed.

CIVIL COURT: CITY OF NEW YORK
COUNTY OF KINGS

-----X
XYZ Receivables Management LLC,

Index No.

Plaintiff,
- against -

SUBPOENA
DUCES TECUM

John Doe,

Defendant.

-----X

TO: KLM Company
521 Main Street
Brooklyn, NY 11201

GREETING:

WE COMMAND YOU, that all business and excuses being laid aside, you and each of you appear and attend before a notary public at: _____, on the ___ day of _____, 20___, at 2:00 o'clock in the afternoon, and at any recessed or adjourned date to give testimony in this action on the part of the Defendant, and that you bring with you, and produce at the time and place aforesaid, a certain copies of the documents pertaining to the: **[IDENTIFY ANY DOCUMENTS TO BE PRODUCED HERE]**. now in your custody, and all other deeds, evidences and writings, which you have in your custody or power.

Failure to comply with this subpoena is punishable as a contempt of Court and shall make you liable to the person on whose behalf this subpoena was issued for a penalty not to exceed one hundred fifty dollars and all damages sustained by reason of your failure to comply.

WITNESS, one of the judges of said Court, at the Courthouse, 141 Livingston Street, Brooklyn, NY 11201.

Dated: Brooklyn, NY
_____, 20__

RICHARD A. KLASS, ESQ.
Attorney for Plaintiff
16 Court Street, 29th Floor
Brooklyn, New York 11241
718-643-6063

SO-ORDERED:

J.C.C.