

**CIRCUIT COURT FOR CARROLL COUNTY,
MARYLAND**

55 N. Court Street

Westminster, MD 21157

Clerk's Office: 410-386-8710

Case Number: _____

To: _____

NAME/ADDRESS OF PERSON TO BE SERVED

(PLAINTIFF) _____ VS. (DEFENDANT) _____

Date: _____

Service Deadline: 60 days after the Issue Date.

REQUEST TO ISSUE A SUBPOENA

(THIS IS NOT THE ACTUAL SUBPOENA. IT IS ONLY A REQUEST TO ISSUE ONE)

CHECK APPROPRIATE BOXES AND COMPLETE NECESSARY INFORMATION:

You are hereby compelled:

☐ To appear and:

☐ testify at a court proceeding in the above case, and

☐ produce the following documents, electronically stored information, or tangible things:

☐ testify at a deposition associated with the above case, and

☐ produce and permit inspection, copying, testing, or sampling the following documents,
electronically stored information, or tangible things:

at the following location: _____

on _____

date and time

Appearance to be: ☐ in person ☐ remote (details of remote proceeding will be supplied prior to court proceeding)

LIST NAME/ADRESS/PHONE NUMBER OF REQUESTOR

Special Message: (LIST ANY SPECIAL INSTRUCTIONS)

CHECK APPROPRIATE BOX(ES)

- ☐ If this subpoena compels the production of financial information, or information derived from financial records, the requestor of this subpoena hereby certifies having taken all necessary steps to comply with the requirements of Md. Code Ann., Financial Institutions §1-304 and any other applicable law.
- ☐ If this subpoena compels the production of medical records, the requestor of this subpoena hereby certifies having taken all necessary steps to comply with the requirements of Md. Code Ann., Health-General §4-306 and any other applicable law.
- ☐ Foreign Subpoena and/or Undertaking form are attached and are incorporated by reference and are made part of this subpoena.

If you are requesting Financial Information/Records or Medical Records, please contact our Self Help Center at 410-260-1392 for additional information on service for these subpoenas.