

SUBPOENA FOR WITNESS (CIVIL) -

ATTORNEY ISSUED VA. CODE §§ 8.01-407; 16.1-265; Supreme Court Rules 1:4, 4:5
Commonwealth of Virginia

Case No.:

HEARING DATE AND TIME

Court

ADDRESS OF COURT

v./In re:

TO THE PERSON AUTHORIZED BY LAW TO SERVE THIS PROCESS:

You are commanded to summon

NAME

STREET ADDRESS

CITY

STATE

ZIP

TO the person summoned: You are commanded to appear

☐

in the

Court

☐

at

ADDRESS (DEPOSITION USE IN CIRCUIT COURT ONLY)

on

at

m. to testify in the above-named case.

This subpoena is issued by the attorney for and on behalf of

PARTY NAME

NAME OF ATTORNEY

VIRGINIA STATE BAR NUMBER

OFFICE ADDRESS

TELEPHONE NUMBER OF ATTORNEY

OFFICE ADDRESS

FACSIMILE NUMBER OF ATTORNEY

DATE ISSUED

SIGNATURE OF ATTORNEY

Notice to Recipient: See page two for further information.

RETURN OF SERVICE (see page two of this form)

TO the person summoned:

If you are served with this subpoena less than 5 calendar days before your appearance is required, the court may, after considering all of the circumstances, refuse to enforce the subpoena for lack of adequate notice. If you are served with this subpoena less than 5 calendar days before your appearance is required, you may wish to contact the attorney who issued this subpoena and the clerk of the court.

☐ This SUBPOENA FOR WITNESS is being served by a private process server who must provide proof of service in accordance with Va. Code § 8.01-325.

TO the person authorized to serve this process: Upon execution, the return of this process shall be made to the clerk of court.

NAME: _____	
ADDRESS: _____ _____	
<input type="checkbox"/> PERSONAL SERVICE	Tel. _____ No. _____
Being unable to make personal service, a copy was delivered in the following manner:	
<input type="checkbox"/> Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above: _____ _____	
<input type="checkbox"/> Posted on front door or such other door as appear to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.)	
<input type="checkbox"/> not found	_____, Sheriff
_____ DATE	By _____, Deputy Sheriff

CERTIFICATE OF COUNSEL

I, _____, counsel for _____, hereby certify that a copy of the foregoing subpoena for witness was _____
DELIVERY METHOD
to _____, counsel of record for _____, on the _____ day of _____, _____.

SIGNATURE OF ATTORNEY