CR-125/JV	V-525
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ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar Number and address):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SACRAMENTO	4
STREET ADDRESS:	
MAILING ADDRESS:	
CITY AND ZIP CODE:	
BRANCH NAME:	
CASE NAME:	
ORDER TO ATTEND COURT OR PROVIDE DOCUMENTS:	CASE NUMBER:
Subpoena/Subpoena Duces Tecum	
You must attend court or provide to the court the documents listed below. Follow	
If you do not, the judge can fine you, send you to jail, or issue a warrant for your arres	it.
1. To: (name or business)	

2. You must follow the court order(s) checked below:

	a.	Attend the hearing.		
	b.	Attend the hearing and bring all ite	ems checked in c. below.	
	c.	Provide a copy of these items to th	e court (Do not use this form to ob	tain Juvenile Court records):
	(1)			
	(2)			
	(3)			
		If this box is checked, provide all i	tems listed on the attached sheet la	beled "Provide These Items."
	d.	If someone else is responsible for r Records) must also attend the hear		above, that person (the Custodian of
	e.		ver all items listed above to the cou ourt if you follow the instructions i	
3.	Court He	aring Date:	The court hearing will	<b>be at</b> (name and address of court):
	Date:	Time:	301 BICENTENNIA	L CIRCLE
	Dept:	Rm.:	SACRAMENTO, CA	95826
	you must	erson listed in item 4 to make sure th get permission from the person in ite of the court. Ask the person in item	m 4. You may not be entitled to w	
4.	The perso	n who has required you to attend cou	rt or provide documents is:	
	Name:		Phone No.:	FOR COURT USE ONLY
	Address:			R COURT OF CA
		Number, Street, Apt. No.		
		City	State Zip	or sace the
	Date:	Signature:		
		·	Name	and Title
Judi	cial Council of		END COURT OR PROVIDE DOCUMEN poena/Subpoena Duces Tecum (Criminal and Juvenile)	TS: Page 1 of 2

	CR-125/JV-525
E NA	AME: CASE NUMBER:
a.	Put all items checked in item 2c and your completed <i>Declaration of Custodian of Records</i> form in an envelope. (You can ask the person in item 4 where to get this form.) Attach a copy of page 1 of this order to the envelope.
b.	Put the envelope inside another envelope. Then, attach a copy of page 1 of this form to the outer envelope or write this information on the outer envelope.
	(1) Case Name
	(2) Case Number
	(3) Your name
	(4) Hearing date, time, and department
c.	Seal and mail the envelope to the Court Clerk at the address listed in item 3 or the court address
	in the caption on page 1. You must mail these documents to the court within five days of service of this order.
d.	If you are the Custodian of Records, you must also mail the person in item 4 a copy of your completed <i>Declaration of Custodian or Records</i> . <i>Do <u>not</u> include a copy of the documents.</i>
	The server fills out the section below
	Proof of Service of CR-125/JV-525
I pe	prsonally served a copy of this subpoena on:
Dat	e: Time: a.m. p.m.
Nar	ne of the person served:
At 1	his address:
Afte	er I served this person, I mailed or delivered a copy of this Proof of Service to the person in item 4 on (date):

Mailed from (city):

CASE NAME:

a.

b.

c.

d.

1.

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2. I received this order for service on <i>(date)</i> : And was not able	e to serve (name of person)
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after (number of attempts)	attempts because:

a		The person	is	not	known	at	this	address
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b. The person moved and the forwarding address is not know.

- c. There is no such address.
- d. The address is in a different county.
- I was not able to serve by the hearing date. e.
- f. Other (explain):

3.	Server's name:			
	<b>T</b> 1	1	1	1

4.	The server (check one)						
	a. 🗌	is a registered process server.					

is a registered process server.	d.	works for a registered process server.
is not a registered process server.	e.	is exempt from registration under Business and

i	s a sheriff,	marshal,	or	constable.
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5. Server's address:

b.

If server is a registered process server:

County of registration:

Registration no.:

Professional Code section 22350(b).

Phone no.

I declare under penalty of perjury under the laws of the State of California that I am at least 18 years old and not involved in this case and the information above is true and correct.

Date:

TYPE OR	PRINT	NAME	OF S	ERVER

SIGNATURE OF SERVER