IN THE CHANCERY COURT OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_COUNTY, MISSISSIPPI

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ JUDICIAL DISTRICT

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PLAINTIFF**

**VS. CAUSE NO.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEFENDANT**

**SUBPOENA DUCES TECUM**

TO ANY LAWFUL OFFICER OR OTHER PERSONS AUTHORIZED TO SERVE

SUBPOENAS:

You are hereby commanded to summon:

(Insert the name and address of the person/entity to be served)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to produce to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Plaintiff, Defendant or the Court) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address) within 10 days of service of this subpoena:

(description of documents to be produced)\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

GIVEN UNDER MY HAND AND THE SEAL OF THIS SAID COURT, and issued this

\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_County, Mississippi

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Seal)

Presented By:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(insert name, phone number and address)

**PROOF OF SERVICE – SUBPOENA**

**TO:** (address of the person/entity to be served)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( ) **PERSONAL SERVICE.** I personally delivered a copy of the Subpoena Duces Tecum to Testify and/or Produce Documents or Things on the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, to the person or entity named above.

At the time of service, I was at least 18 years of age and not a party to this action.

( ) I was unable to serve the Subpoena Duces Tecum to Testify and/or Produce Documents or Things.

This the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

Fee for Service: $\_\_\_\_\_\_\_\_

Name (please print or type):

Social Security No.:

Address:

Telephone No. :

STATE OF MISSISSIPPI

COUNTY OF \_\_\_\_\_\_\_\_\_

Personally appeared before me the undersigned authority in and for the State and County aforesaid, the within named \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who being first by me duly sworn states on oath that the matters and facts set forth in the foregoing “Proof of Service – Subpoena” are true and correct as therein stated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROCESS SERVER (signature)

SWORN TO AND SUBSCRIBED before me, this the \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATE OF SERVICE**

This will certify that the undersigned attorney has this date delivered a true and correct copy of the above and foregoingdocument to all counsel of record and all parties pro se by placing said copy in the United States Mail, postage-prepaid addressed as follows:

This, the \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

By:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(insert name, phone number and address)