5-07/230.00 - Subpoena Duces Tecum - Civil Cases

A subpoena duces tecum, like a subpoena, is a writ or order directed to a person requiring his attendance at a particular time and place to testify as a witness.

However, unlike a subpoena, a subpoena duces tecum requires that the person bring with him any books, documents, or other things which are described in such subpoena and otherwise specified in an attached declaration or affidavit.

Employees of this Department responding pursuant to a subpoena duces tecum in a civil case or upon being served such a subpoena shall adhere to the procedures as outlined in the following subsections.