6-10/730.00 Issuance

A subpoena in a civil case may be issued by the clerk of court, judge or attorney of record. (CCP 1986) (CCP 1985) The clerk or judge shall issue a blank signed and sealed subpoena which shall be filled out by the subpoenaing party. An attorney of record may issue and sign a subpoena without the court seal. (CCP 1985)

The subpoena must be directed to the "custodian of records" or some other person qualified to authenticate the records. (CCP 2020.410 – 2020.440)

The subpoena requires production of the business records not sooner than 20 days after the issuance of the deposition subpoena, or 15 days after service, whichever is later.