



DISTRICT COURT OF MARYLAND FOR ..... City/County

Located at ..... Case No. .... Court Address

STATE OF MARYLAND

OR

VS.

Defendant

Address

Plaintiff

Telephone

CC#

SUBPOENA

STATE OF MARYLAND, ..... City/County:

TO: .....

YOU ARE HEREBY COMMANDED to appear in person before the District Court of Maryland at the above location

on ..... at ..... o'clock ..... M.

To testify in the above case.

To answer to the charge(s) in the above case.

To answer to the State of Maryland for failing to obey a court order as follows: .....

And to produce the following documents: .....

This Subpoena was requested by ..... whose address is .....

and whose telephone number is .....

Failure to obey this Subpoena may result in your being charged with contempt of court and being taken into custody under a warrant or body attachment.

Any reasonable accommodation for persons with disabilities should be requested by contacting the court prior to trial. Hearing/speech impaired callers only, telephone TTY/TT 1-800-925-9690 or, for voice communication, call the court listed above through the Maryland Relay Service at 1-800-735-2258.

Date

Clerk/Judge

CERTIFICATE OF SERVICE

Pursuant to Maryland Annotated Code Financial Institutions Article, Section 1-304 or Health-General Article Section 4-306 and Maryland Rule 3-510

I HEREBY CERTIFY that on ..... a copy of the compulsory process was served on the person whose records are being sought; or the Court waived such service by the attached order; or this demand for records is exempted from the service requirement pursuant to the following statute: .....

Signature

RETURN OF SERVICE

I certify that I delivered the original of this Subpoena to .....

on ..... Date

Signature

Title

## **INSTRUCTIONS FOR CUSTODIANS OF RECORDS**

If the compulsory process authorizes you to produce records without appearing personally and you choose to do so, you must ensure that the records are produced in a sealed envelope that 1) is labeled with the caption of the action, the date specified for production, the name and address of the person at whose request the compulsory process was issued, and the name and address of the custodian, and 2) clearly indicates that it contains confidential records.

Direct delivery of such records to the attention of the clerk of the court.