

COMMONWEALTH OF MASSACHUSETTS

County: _____ ss. Court Department: _____
Plaintiff(s): _____ Division: _____
v. Docket / Civil Action No.: _____
Defendant(s): _____

RECORDS-ONLY SUBPOENA

SUBPOENA FOR PRODUCTION OF DOCUMENTS / ESI / TANGIBLE THINGS

Mass. R. Civ. P. 45

PERSONAL APPEARANCE IS NOT REQUIRED

unless separately ordered by the Court or commanded by another subpoena.

YOU ARE COMMANDED TO PRODUCE the documents, electronically stored information, or tangible things described below, in your possession, custody, or control, by the deadline and at the destination stated.

TO: Business / Organization: _____
Custodian / Recipient: _____
Department: _____
Street Address: _____
City: _____ State: _____ ZIP: _____
Phone, if known: _____

PRODUCTION DUE DATE: _____
Time: _____ Time zone: _____
Recipient Status: ☐ Nonparty ☐ Party to Action
Rule 45 Geographic Compliance Confirmed: ☐ Yes
Production / Copying Cost Arrangements, if applicable: _____

RECORDS / MATERIALS TO BE PRODUCED

☐ See attached Schedule A

Records Date Range: From: _____ Through: _____
☐ All responsive records within the stated period ☐ Other limitation: _____

FORM OF PRODUCTION ☐ Paper copies ☐ PDF ☐ Native electronic format
☐ Other electronic format: _____ ☐ Original documents specifically requested ☐ Other: _____

PRODUCE RECORDS TO:

Name / Attorney: _____
Law Firm / Organization: _____
Street Address: _____
City / State / ZIP: _____
Email / Secure Delivery: _____
Phone: _____
☐ Alternatively: Deliver to Court Clerk
Court: _____
Address: _____

REQUESTED BY

Attorney / Party Name: _____
Law Firm: _____
BBO No., if applicable: _____
Party: ☐ Plaintiff ☐ Defendant ☐ Other: _____
Address: _____
City / State / ZIP: _____
Phone: _____
Email: _____

PRIOR NOTICE TO PARTIES

I certify that a copy of this Records-Only Subpoena was served on all parties before service upon the person or entity commanded to produce.

Date copies served on parties: _____ Served by: _____
Method: _____

RIGHT TO OBJECT. Serve a written objection on the requesting party or attorney within 10 days after service, or by the compliance time if sooner. Objected-to production requires an order of the issuing court. Rule 45(d)(1).

ISSUED BY ☐ Clerk of Court ☐ Notary Public ☐ Justice of the Peace
Printed Name: _____ Signature: _____
Date Issued: _____ Title / Capacity: _____ Commission Exp. (if applicable): _____

Produce records as ordinarily kept or organized and labeled by request. Copies, including electronic copies, are permitted unless originals are requested; on request, allow all parties fair comparison with originals. Mass. R. Civ. P. 45(f)(1)(A).