

V.B | CONTENTS OF SUBPOENA

1 - The subpoena must identify the court from which it is issued, the title of the action and the court case number, the specified time and place for the testimony or document production, and a description of the documents, electronically-stored information, or tangible things to be produced. For a deposition, the subpoena must state the method for recording the testimony. For ESI the subpoena may specify the form or forms in which ESI is to be produced. The subpoena must also set out the text of Rule 45(d) and (e). Rule 45(a)(1), Federal Rules of Civil Procedure.

2 - If the subpoena commands the production of documents, ESI, or tangible things or the inspection of premises prior to trial, before it is served on the person to whom it is directed, a notice and copy of the subpoena must be served on each party. Rule 45(a)(4), Federal Rules of Civil Procedure.