

SAMPLE SUBPOENA FOR BOOKS AND PAPERS. SAMPLe

_____ (insert jurisdiction name) _____ Civil Service Board

_____ (insert city) _____, LA

Subpoena No. _____

_____ (Appellant)

Versus

The (insert jurisdiction name) Civil Service Board for the city of (insert city name), Louisiana to (insert name):

YOU ARE HEREBY COMMANDED to produce books, papers, and/or other records or documents in the matter in question or under consideration by this board regarding:

_____ as follows:

_____ These documents are to be delivered to: _____ at on or before the _____ day of _____, in the year _____, at _____ o'clock. You are to certify that the documents being presented are true, correct, and complete to the best of your knowledge, subject to the provisions and penalties provided in the Civil Service Law.

BY ORDER OF THE _____ (insert jurisdiction) _____ CIVIL SERVICE BOARD:

_____ (insert date)

_____ (insert name of chairman of the civil service board)

(DETACH HERE AND RETURN)

Received the within "Subpoena for Books and Papers," No. _____, on the _____ day of _____, 19____, and on the _____ day of _____, 19____, served the same on _____ in person, or made service to him in the following manner.

(Signature of Officer) _____