

The Commonwealth of Massachusetts

_____, SS.

_____ Court

Civil Action No. _____

Plaintiff

v.

Defendant

Subpoena for Documents Only

To: _____

You are hereby commanded, in accordance with **M.R.C.P. Rule 45**, in the name of the Commonwealth of Massachusetts, to produce and permit inspection and copying of the following described documents to _____, self represented litigant / attorney for the plaintiff/defendant, at the address of

on the _____ day of _____, in the year 20_____
at _____ am / pm, in the action herein above.

In order to allow objections to the production of documents to be filed, you should not produce them until the date specified in this subpoena, and if an objection is filed, until the court rules on the objection.

A. Instructions

1. In responding to this subpoena, you are required to furnish all documents that are available to you, or that you may obtain by reasonable inquiry, including documents in the possession of your attorneys, accountants, advisors, or other persons directly or indirectly employed by, or connected with, you or your attorneys, or anyone else otherwise subject to your control. If you object to production of any document or category of documents, or any part of a document or category of documents, you are required to furnish the documents or categories of documents, or parts of documents or categories of documents to which you do not object.

2. The form or forms in which electronically stored information is to be produced is:

3. If you object to the production of any of the documents or parts of the documents described above, then, in order to assist the Court in ruling on your objection, with respect to each document that you do not produce:

- (a) State the date and nature of the document;
- (b) State the name of the person who wrote the document and, if it is a letter, the person to whom it was addressed;
- (c) Describe the subject matter of the document;
- (d) State the grounds of your objection; and
- (e) State the name and business and residence address and telephone number of each person who has possession, custody, or control of the document.

B. Definitions

1. "You" or "your" refers to _____ and any of [his/her/its] agents, employees, or representatives.

2. "Person" refers to any entity, including but not limited to any natural person, partnership, corporation, company, trust, estate, joint venture, or association of persons.

3. "Document" refers to any form of data compilation whether produced, reproduced, or stored on paper or electronically. A "document" includes, but is not limited to, writings, drawings, graphs, charts, photographs, motion picture films, phonograph records, tape and video recordings, records, computer files, emails, spreadsheets, and shall also include, but not be limited to, any draft or copy (with or without notes of changes thereon) of a writing or document.

Hereof fail not, as your failure to comply may deem you in contempt and may subject you to such penalties as the law provides.

Dated this _____ day of _____, in the year _____.

Notary Public

My commission expires:

Return of Service

_____ ss.

I, the undersigned, complying with the laws set forth by the *Commonwealth of Massachusetts* and the *Massachusetts Rules of Civil Procedure*, hereby certify that on this _____ day of _____, in the year _____, I served the attached, attested **Subpoena for Documents Only**, upon _____ by delivering it personally at _____ by hand at _____ am / pm.

I further certify that I am not a party to the above entitled action and that I am not less than 18 years of age.

Signed under the penalties of perjury this _____ day of _____, in the year _____.

Signature

Print name