

SUBPOENA

- to testify duces tecum
 - to take deposition for medical records*
- *(see HIPAA requirement below)*

**STATE OF TENNESSEE
SHELBY COUNTY
CIRCUIT COURT**

Docket Number _____

You are hereby commanded to summon:

Method of Service:

- Shelby County Sheriff
- Commissioner of Insurance (\$)
- Secretary of State (\$)
- Other TN County Sheriff (\$)
- Private Process Server
- Other

(\$ Attach Required Fees)

personally to be and appear on _____, at _____

at _____

in the City of Memphis, then and there to testify and give evidence on behalf of _____ in the case of

_____ against _____

This you will in no wise omit, under the penalty prescribed by law.

Herein fail not, and have you then and there this Writ.

Tested and Issued this _____ day of _____, 20_____

_____, Clerk

**FOR AMERICANS WITH DISABILITIES ACT (ADA)
ASSISTANCE ONLY, CALL (901) 222-2341**

By: _____ D.C.

HIPAA NOTICE

A copy of this subpoena has been provided to counsel for the patient or the patient by mail or facsimile on the

_____ day of _____, 20__ so as to allow him/her seven (7) days to:

(A) Serve the recipient of the subpoena by facsimile with a written objection to the subpoena, with a copy of the notice by facsimile to the party that served the subpoena, and

(B) Simultaneously file and serve a motion for a protective order consistent with the requirements of T.R.C.P. 26.03 and 26.07.

If no objection is made within seven (7) days of the above date, you shall process this subpoena and produce the documents by the date and time specified in the subpoena. The signature of counsel or party on the subpoena is certification that the above notice was provided to the patient.

Attorney or Party Signature for HIPAA notice

RETURN OF SERVICE OF SUBPOENA

I HEREBY CERTIFY THAT I **HAVE** SERVED THE WITHIN SUBPOENA:

By delivering on the _____ day of _____, 20____ at _____ M. a copy of the subpoena to the following Witness _____

at _____

Signature of person accepting service

By: _____ Sheriff or other authorized person to serve process

RETURN OF NON-SERVICE OF SUBPOENA

I HEREBY CERTIFY THAT I **HAVE NOT** SERVED THE WITHIN SUBPOENA:

To the named Witness _____

because _____ is (are) not to be found in this County after diligent search and inquiry for the following reason(s): _____

This _____ day of _____, 20_____.

By: _____ Sheriff or other authorized person to serve process

Docket No: _____

IN THE
(CIRCUIT/CHANCERY) COURT
OF TENNESSEE
FOR THE
THIRTIETH JUDICIAL
DISTRICT AT MEMPHIS

SUBPOENA

Plaintiff _____

VS

Defendant _____

Attorney/Pro Se _____

Telephone Number _____