

STATE OF ILLINOIS  
IN THE CIRCUIT COURT OF THE 22<sup>nd</sup> JUDICIAL CIRCUIT  
MCHENRY COUNTY, ILLINOIS

vs.

Case Number \_\_\_\_\_

**SUBPOENA FOR PRODUCTION OF SPECIFIED DOCUMENTS,  
OBJECTS OR TANGIBLE THINGS**

TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

You are directed to produce the following documents, objects or tangible things: \_\_\_\_\_

on the following time and date: \_\_\_\_\_

**YOUR FAILURE TO RESPOND TO THIS SUBPOENA OR TO COMPLY WITH COURT RULES MAY  
SUBJECT YOU TO PUNISHMENT FOR CONTEMPT OF COURT.**

**YOU MAY COMPLY WITH THIS SUBPOENA BY MAILING LEGIBLE AND COMPLETE COPIES  
OF ALL SPECIFIED DOCUMENTS, OBJECTS OR TANGIBLE THINGS REQUESTED IN THIS SUBPOENA  
TO THE PARTY OR LAW FIRM WHOSE ADDRESS APPEARS BELOW. COMPLIANCE BY MAIL  
REQUIRES A CERTIFICATION THAT THE DOCUMENTS, OBJECTS OR TANGIBLE THINGS MAILED ARE  
COMPLETE AND ACCURATE AND CONSTITUTE GOOD FAITH COMPLIANCE WITH THE MATERIALS  
REQUESTED BY SAID SUBPOENA. DO NOT FORWARD MATERIALS BEFORE DATE STATED ON  
SUBPOENA.**

Items to be delivered to the following party of law firm at the following address: \_\_\_\_\_



WITNESS \_\_\_\_\_, 20\_\_\_\_

*Katherine M. Keefe*

CLERK OF THE CIRCUIT COURT

Name \_\_\_\_\_

Attorney for \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Telephone \_\_\_\_\_

**SERVICE ON PARTIES OF RECORD**

I served or will serve a copy of this Subpoena on all parties of record within 48 hours of its issuance.

\_\_\_\_\_  
Attorney or Party Issuing Subpoena

**NOTICE:**

No Subpoena issued under this provision may be returnable less than fourteen (14) days following its date of service. Within said fourteen (14) days, any party may timely object to the Court to the utilization of the Subpoena.

The party causing the Subpoena to be issued shall be liable to the party subpoenaed for the reasonable costs of copying or reproduction. The court may enter such orders as may be necessary to enforce payment of copying costs. Any party may request copies of all materials obtained by this Subpoena. Expenses of copying shall be reproduced and forwarded to the requesting party not less than ten (10) business days following receipt of subpoenaed materials.

**CERTIFICATION BY SUBPOENAED PARTY OR AGENT**

I am the custodian of the records of the person or entity subpoenaed herein, and I certify that I have completely and accurately complied with the Subpoena and have provided all the specified documents, objects or tangible things requested which are in my constructive or actual possession or control.

DATE \_\_\_\_\_

\_\_\_\_\_  
Keeper of Records and Person Answering Subpoena

**SERVICE**

**PERSONAL SERVICE:**

I served this Subpoena by handing a copy to \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_. I paid the recipient \$ \_\_\_\_\_ for required fees and mileage expenses, if any.

\_\_\_\_\_  
Person Serving Subpoena

SUBSCRIBED and SWORN to  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**SERVICE BY CERTIFIED OR REGISTERED MAIL:** I served this Subpoena by placing same with the U.S. Mail, restricted delivery, return receipt requested, prepaid, and addressed to the individual or organization listed on page one hereof, at the address listed on page one hereof, together with \$ \_\_\_\_\_ for fees and mileage expenses, if any. I mailed the above on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_. I received the return on such mailing indicating it was received on \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ at the address listed on page one.

\_\_\_\_\_  
Person Mailing Subpoena and Receiving Return

SUBSCRIBED and SWORN to  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public