
(Plaintiff) : SUIT NO. _____ DIV. _____
VS. : BATON ROUGE CITY COURT

(Defendant) : CITY OF BATON ROUGE
STATE OF LOUISIANA

**SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS
OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION**

To: _____ Address: _____

- Production:* **YOU ARE COMMANDED TO PRODUCE** at the time, date, and place set forth below the following documents, electronically stored information, or objects, and permit their inspection, copying, testing, or sampling of the material:

Place:	Date and Time:
--------	----------------

- Inspection of Premises:* **YOU ARE COMMANDED TO PERMIT** entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.

Place:	Date and Time:
--------	----------------

You are not to fail to appear, under penalty of law. By Order of said Court, on _____, at Baton Rouge, Louisiana.

Senior Deputy/Deputy Clerk of City Court for
ELZIE ALFORD, JR., Clerk of Court/Judicial Administrator

Submitted by:

Signature

Print name

Bar Roll Number (if applicable)

Address

City, State, Zip

Telephone

FOR OFFICIAL USE ONLY

**SUBPOENA REQUEST MUST BE FILED WITH THE CLERK OF COURT
FOR PROCESSING AND SERVICE.**