

Appendix A

OPDA Subpoena Template for Your Use

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Date: 5/13/2014 10:50 AM

TO ALL OPDA STAFF:

Please see the attached/ revised DA Subpoena to be used from this date forward. Please disregard any older forms of subpoenas. **Do not use any of the older subpoenas.** As per the First Assistant D.A. Graymond Martin, please save the attached in a folder on your computer. Thank you.

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Orleans Parish District Attorney's Office
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Attachments:

- CourtSubpoena.pdf



SUBPOENA

**A FINE AND IMPRISONMENT MAY BE IMPOSED
FOR FAILURE TO OBEY THIS NOTICE.**

**Office of the Orleans Parish District Attorney
CRIMINAL DISTRICT COURT FOR THE PARISH OF ORLEANS**

To:

You Are Hereby Notified pursuant to
LSA-CCRP art. 66 to appear before the
District Attorney for the Parish of Orleans, to
testify to the truth according to your knowledge
in such matters as may be required of you.

on _____

at _____

to Assistant District Attorney:

phone #: _____

at 619 South White Street

In the case of:

State of LA vs. _____

Item # _____

Case # _____

Charge(s): _____

Instructions:

Contact the above named Assistant District
Attorney upon receipt of this subpoena.
Bring this subpoena with you to the District
Attorney's Office when you appear to testify.

RETURN OF PERSONAL SERVICE

THIS IS TO CERTIFY that on

I received the process of Court of which this is a duplicate.

Recipient of Service

THIS IS TO CERTIFY that on

I made due Personal Service thereof by leaving same in the hands of
the aforesigned Recipient

(please write Recipient's name),

the person to whom the process is directed.

Server of Process

RETURN OF DOMICILIARY SERVICE

THIS IS TO CERTIFY that on

I received the process of Court of which this is a duplicate.

Recipient of Service

THIS IS TO CERTIFY that on

I made due Personal Service thereof by leaving same in the hands of
the aforesigned Recipient

(please write Recipient's name),

a person of suitable age and discretion, residing at the domicile of the
person to whom the said process of Court was issued, who was absent
at the time, which fact I learned by interrogating the person in whose
hands the said process was left.

Server of Process