**Draft Financial Institution Subpoenas Requests (Banks/Credit Cards)**

The following items must be produced forthwith to:

District/County Attorney/Grand Jury

Address

Fax Phone

E-mail:

RE: NAME OF CASE and Docket Number

For the period\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, any and all records, notes, electronic communications, including any electronic data transaction file reflecting, referring and relating to Account # held in the name of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, individually or jointly with any person or entity, including but not limited to:

Account opening documents, including signature cards,

and any changes made, including power of attorney or adding or subtracting individuals from the account

Account closing documentation

Change of address for any and all accounts

Trusted contact form or names of persons permitted view only

Powers of attorney

Monthly statements

Deposit tickets and offset items

Withdrawals – slips and type

Checks – back and front

Bank checks – certified checks, cashier’s checks; official checks or teller’s checks

Money orders

Wire transfers – in or out of the account – with detail showing origins and destinations, account numbers and financial institutions; any other ACH documentation

Debit card activity and location

Prepaid and debit cards

ATM withdrawals and location

Related credit card activity

Mortgage documents – including opening documents, periodic statements and subsequent amendments or changes of any kind; tax returns, payment history and method and financial statements of any kind, including documents from the title attorney

Loan documents – including opening documents, periodic statements and subsequent amendments or changes of any kind: tax returns; payment history and method; financial statements of any kind

Any and all teller notes and bank employee notes of any kind

Notary log, with transactions related to customer

Currency Transaction Reports

Tax statements: Forms 1099 and any other relevant form state or federal tax forms

Safe Deposit box records including opening documents, signature cards, access record logs and any closing documents

Any and all online banking information, including email or other addresses

PLEASE DO NOT DICLOSE THE EXISTANCE OF THIS SUBPOENA AS IT COULD HINDER AN ON-GOING CRIMINAL INVESTIGATION

**(CHECK IF THIS LANGUAGE IS PERMISSIBLE IN YOUR JURISDICTION OR WHETHER OR NOT YOU NEED A NON-DISCLOSURE ORDER (and how long that lasts – usually 30 days).**

**GRAND JURY OR OTHER TYPE OF SUBPEONA**

**In the name of the People of the State/Commonwealth of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

**To: NAME**

**Custodian of Records/ Subpoena Clerk**

**Address**

**City, State, Zip**

**Fax# ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YOU ARE COMMANDED to appear before the GRAND JURY in the County/Borough of**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at the ( Court House) located at (address) in the (City/town/village) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on MONTH, DD, YYYY, at (hour) o’clock**

**In forenoon(morning)/afternoon, as a witness in a criminal action prosecuted by the People of the State/Commonwealth of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_against (Defendant).**

**Dated at the (city/townvillage) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (State,Commonwealth), the DDth day of MONTH, YYYY:**

**ATTORNEY’S NAME**

**DISTRICT/COUNTY ATTORNEY**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Production of records will be considered compliance; no appearance will be necessary at this time.**

**FAILURE TO PRODUCE RECORDS INA TIMELY FASHION AS REQUESTED BY THIS SUBPOENA WILL RESULT IN ISSUANCE OF THE FORTHWITH SUBPOENA FOR YOUR PERSONAL APPEARANCE.**

**FAILURE TO COMPLY MAY RESULT IN OTHER LEGAL CONSEQUENCES**

Draft Financial Institution Subpoena Request (Investment Advisors/Broker Dealers)

For the period\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, any and all records, notes, electronic communications, etc. referring and relating to Account # held in the name of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, individually or jointly with any person or entity, including but not limited to:

Additional information to that of the bank subpoena

Trusted contact form

Institutional alerts

CTRs

Complaints about broker or advisor

Investment strategy documents

PLEASE PRODUCE FORTHWITH TO:

[Name], District Attorney, County/Borough of \_\_\_\_\_\_\_\_\_\_\_\_\_

[Address], [City, State, Zip]

Fax: [(###) ###-####] Phone: [(###) ###-####]

E-Mail:

RE: [Case]

All of the following information for any and all accounts held individually and jointly by

[Name(s), SSN, DOB] for the period [Month DD, YYYY] until [Month DD, YYYY/present]:

* Monthly account statements
* Signature cards and account opening/change documents
* Deposit items
* Canceled checks (front and back)
* Withdrawal slips
* Cashier’s checks
* Wire transfer details
* Teller notes
* Transaction data in .csv or .xls/.xlsx format

**\*\*\*\*\*\*\*\*\*\*\*PLEASE DO NOT DISCLOSE THE EXISTANCE OF THIS SUBPOENA AS IT COULD HINDER AN ON-GOING CRIMINAL INVESTIGATION\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**SUBPOENA TICKET**

**In the Name of the People of the [State/Commonwealth] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

TO: [Name]

Keeper of Records, [Financial Institution]

[Address], [City, State, Zip]

Fax: [(###) ###-####]

**YOU ARE COMMANDED** to appear before the **GRAND JURY** of the County/Borough of \_\_\_\_\_\_\_\_\_\_\_\_\_, at the [Court House], [street name], in the [city/town/village] of \_\_\_\_\_\_\_\_\_\_\_\_, in the County/Borough of \_\_\_\_\_\_\_\_\_\_\_\_\_, on [Month DD, YYYY] at [hour] o’clock in the forenoon/afternoon, as a witness in a criminal action prosecuted by the People of the [State/Commonwealth] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ against [Defendant].

Dated at the [city/town/village] of \_\_\_\_\_\_\_\_\_\_\_\_, [State/Commonwealth], the [DD] day of [Month, YYYY].

[ATTORNEY’S NAME], DISTRICT ATTORNEY

[Signature]

**Production of records will be considered compliance; no appearance will be necessary at this time.**