

**INSTRUCTIONS
FOR FILING A REQUEST TO ISSUE A SUBPOENA
PURSUANT TO
TITLE 10 § 4311
DELAWARE UNIFORM INTERSTATE DEPOSITIONS AND
DISCOVERY ACT**

FILING FEE: \$75.00

Check payable to: Prothonotary Office

FILING JURISDICTION: Request for Subpoena must be filed in the Prothonotary Office in the county in which discovery is sought to be conducted in this state.

DOCUMENTS TO BE FILED IN SUPERIOR COURT:

- **Cover letter:** Indicating where signed and sealed subpoena should be sent, or a contact name and number.

ORIGINAL AND COPY OF THE FOLLOWING:

- **Foreign subpoena** as defined in Title 10 §4311 (b)(2)

(Original will be retained by Prothonotary, the copy will be returned to you)

- A completed **Delaware “subpoena”** as defined in Title 10 §4311 (b)(5)
 - which incorporates the terms used in the Foreign Subpoena
 - includes the names, address, and telephone numbers of all counsel of record in the proceeding to which the subpoena relates and of any party not represented by counsel.

Note: If lengthy, this list may be attached.

(Original will be returned to you, the copy will be retained by Prothonotary)

For expedited return: please include self-addressed envelope.