

SAMPLE CIVIL FORM 51

IN THE \_\_\_\_\_ COURT OF \_\_\_\_\_ COUNTY

A.B., Plaintiff )

v. )

C.D., Defendant )

CIVIL ACTION NO. \_\_\_\_\_

**NOTICE OF INTENT TO SERVE  
SUBPOENA ON NON-PARTY**

Take notice that upon the expiration of fifteen (15) days (or such other time as the Court has allowed) from the date of service of the notice [*name of party*] will apply to the Clerk of this Court for issuance of the attached subpoena directed to \_\_\_\_\_ who is not a party and whose address is \_\_\_\_\_ (to produce the documents or things) (to give permission to enter upon land or other property) at the time and place specified in the subpoena.

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

\_\_\_\_\_  
Address

**CERTIFICATE OF SERVICE**