

## **IMPORTANT NOTICE**

Before issuing a subpoena make sure you read all instructions carefully and take particular note of the following:

### **FEDERAL RULE OF CIVIL PROCEDURE 45 SUBPOENA**

#### **(c) PROTECTING A PERSON SUBJECT TO A SUBPOENA.**

(1) *Avoiding Undue Burden or Expense; Sanctions.* A party or attorney responsible for issuing and serving a subpoena must take reasonable steps to avoid imposing undue burden or expense on a person subject to the subpoena. The issuing court must enforce this duty and impose an appropriate sanction— which may include lost earnings and reasonable attorney’s fees—on a party or attorney who fails to comply.