



Subpoena

A writ ordering a person to attend a court, a summon (someone); an order to produce documents.

Reducing Costs and Limiting Charges

Labor Costs can be reduced significantly if subpoena includes keywords instead of open-ended terms such as "All documents or emails". Similarly, narrowing a request to certain individual or a particular date range can greatly reduce the use of extensive labor.

Subpoena Invoice Calculation

Redactions of Emails

For the invoice, time to read each email that we receive based on the parameters provided, multiplied by the hourly rate of the individual providing the review.

Redactions of Documents

For the invoice, it is calculated the time to review the number of pages that is received based on the parameters you have provided, and then multiplied the hourly rate of the individual reviewing the documents.

Fees for Copying Records

- 15 cents per one sided sheet legal size or smaller
- 20 cents per two sided legal size or smaller
- \$1.00 per certified copy (notarized)
- Processing, shipping, and redacting fees may vary.

Once all documents have been gathered, reviewed, redacted (if necessary) and packaged for shipping, it will be express mailed out with an invoice of the exact amount owed.

Please note: failure to adhere to subpoena deadlines may result in a contempt of court.