

*People v. Name of Client*

Docket No. 2264812

Date Records Due in Court: 03/18/10 at 8:30 a.m.

**COURT LOCATION:**

**Department 22**

San Francisco County Superior Court

Hall of Justice

850 Bryant Street, 2<sup>nd</sup> Floor

San Francisco, CA 94103

**INSTRUCTIONS – PLEASE READ**

- ❶ This subpoena commands you to produce all of your records described within it, at the time and date shown on the subpoena. The records must be mailed **to the courthouse directly**.
- ❷ This subpoena prohibits you from withholding or otherwise failing to produce any record or document described in the subpoena without the express approval of the party issuing the subpoena.
- ❸ To fully comply with this subpoena all requested material(s) are due on the date listed above.
- ❹ The attached affidavit must be signed and dated and must accompany the records. Please mark appropriate box[es].
- ❺ If certain portions of your records are unavailable at time of deposition, make a notation on the affidavit that additional records will be forwarded under separate cover. Please attach this sheet to your additional records. This will aid us with identification.

IF YOU HAVE ANY QUESTIONS REGARDING COMPLIANCE WITH THIS SUBPOENA, PLEASE CONTACT:

\_\_\_\_\_, Esq.  
c/o San Francisco County Public Defender's Office  
555 Seventh Street, San Francisco, CA 94103  
415-553-9645 or 415-846-7798

**AFFIDAVIT**

[Pursuant to California Evidence Code §§ 1561, 1271]

*People v. Name of Client*

Docket No. 2266338

Date Records Due in Court: 03/18/10, 09:00 a.m.

Records Pertaining To: Debbie Madden, former S.F.Crime Lab Criminalist

I, \_\_\_\_\_, the undersigned, being the duly authorized custodian of the records and having the authority to certify the enclosed records declare the following:

- ① The attached records are \_\_\_\_\_ regarding Debbie Madden.
- ② These records are:
  - [a] kept in the regular course of business and such business is a type of business in which it is customary to keep such records;
  - [b] prepared by personnel of the business with actual knowledge of the matters stated in the records;
  - [c] The entries contained in the attached records were made at or near the time of the acts, conditions or events described; and,
  - [d] Every effort was made to record the information contained in these records in an accurate and trustworthy manner.
- TRUE COPIES:** Pursuant to Evidence Code § 1560(b), the attached records are true, legible and durable copies of the records described in the subpoena.
- ORIGINAL RECORDS:** Pursuant to Evidence Code § 1560(e), the original records described in the subpoena were delivered to the attorney or the attorney’s representative for copying at the witness’ place of business.
- CERTIFICATION OF NO RECORDS:** That a thorough search of our files revealed no documents, records or other materials called for in the subpoena and that no such records exist with the information provided.
- Requested records existed at one time but have since been purged.
- Records do not exist for the time frame specified.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Executed this \_\_\_\_ day of \_\_\_\_ at \_\_\_\_\_, CA.

