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 Organization Name

## Subpoena Checklist

A subpoena is a court order to provide evidence in connection with a pending lawsuit. The subpoena might require an individual to testify in person, or to produce documents or other information that will be used as evidence at trial.

	<b>Yes</b>	<b>Needs Attention</b>
1. We've reviewed the subpoena and have made note of the time limit we have in which to respond.	<input type="checkbox"/>	<input type="checkbox"/>
2. We understand and have made note of what type of information the subpoena is requesting.	<input type="checkbox"/>	<input type="checkbox"/>
3. We've promptly contacted our local attorney to notify him or her that the subpoena was received (contact made within a day of receiving the subpoena).	<input type="checkbox"/>	<input type="checkbox"/>
4. We've shared the following information with our local attorney: (a.) the nature of the legal claim; (b.) what's been requested; and (c.) when the response is due.	<input type="checkbox"/>	<input type="checkbox"/>
5. With the help of our local attorney, we've decided whether and how we should respond to all of the requests in the subpoena.	<input type="checkbox"/>	<input type="checkbox"/>
6. Our attorney helped us determine who will gather the information or records requested.	<input type="checkbox"/>	<input type="checkbox"/>
7. Our attorney confirmed that he or she will respond to the subpoena on behalf of our ministry.	<input type="checkbox"/>	<input type="checkbox"/>
8. We've notified our insurance agent about the situation.	<input type="checkbox"/>	<input type="checkbox"/>
9. Communication about the details of the lawsuit has been limited to only those who need to know about it and those who will be responsible for gathering the requested information.	<input type="checkbox"/>	<input type="checkbox"/>
10. All employees, staff, and volunteers who deal with our ministry's documents and records have been notified that a subpoena has been received.	<input type="checkbox"/>	<input type="checkbox"/>
11. All employees, staff, and volunteers who work with our ministry's documents and records have been asked to avoid destroying any documents, including electronic communications, that may relate to the request.	<input type="checkbox"/>	<input type="checkbox"/>

 Notes: \_\_\_\_\_
   
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Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this checklist should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this checklist.