

NORTH CAROLINA  
\_\_\_\_\_ COUNTY

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
FILE NO.

JANE DOE, )  
 )  
 Plaintiff )  
 )  
 vs. )  
 )  
 JOHN DOE, )  
 )  
 Defendant. )  
 )  
 \_\_\_\_\_ )

**SUBPOENA**  
**TO PRODUCE DOCUMENTS**

TO: Ms./Mr. \_\_\_\_\_  
Payroll Records Custodian  
Company Name  
Company Address

YOU ARE HEREBY DIRECTED to appear at 9:30a.m., Thursday, \_\_\_\_\_,  
\_\_\_\_\_ in Courtroom \_\_\_\_\_ of the \_\_\_\_\_ County Courthouse, in \_\_\_\_\_,  
North Carolina, and to produce at that time for plaintiff's/defendant's attorney,  
\_\_\_\_\_, payroll records evidencing the total compensation paid to  
defendant/plaintiff, \_\_\_\_\_ for \_\_\_\_\_ and \_\_\_\_\_, along with the enclosed  
completed Employer Affidavit. If you prefer, you may deliver copies of these documents to the  
office of \_\_\_\_\_, located at \_\_\_\_\_, North  
Carolina, \_\_\_\_\_, on or before \_\_\_\_\_.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

FIRM NAME  
Attorneys for Plaintiff/Defendant

By: \_\_\_\_\_  
Attorney Name  
Attorney Address

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_