

本表翻譯為中文以便利理解被訪資料並協助正確填表 不過由法院面  
只詢問的一切資料均須以英文填寫 請用中文填寫 除英文外 法院不接受任何其他語言  
填寫表格

**CIVIL COURT OF THE CITY OF NEW YORK**

紐約民事法院

County of \_\_\_\_\_ 區  
Part \_\_\_\_\_ 庭

Index Number: \_\_\_\_\_  
案編號

**SUBPOENA FOR RECORDS**  
*(SUBPOENA DUCES TECUM)*

總傳令

Claimant(s)/Plaintiff(s)/Petitioner(s)  
索償人原告人提人  
-against- 控告

By \_\_\_\_\_  
由 Name 姓名

Address 地址

Defendant(s)/Respondent(s)  
被告人答人

**THE PEOPLE OF THE STATE OF NEW YORK**  
紐約州政府

To: \_\_\_\_\_ :  
致

We Command that you or someone on your behalf provide and produce the following item(s):  
我命閣下或閣下代表人將以下物件

at \_\_\_\_\_ AM/PM, on \_\_\_\_\_  
在 (Time) (時間) 上下午於 (Date) (日期)

at \_\_\_\_\_  
地點 (Address of Court) (法院地址)

to the Records Section of this Court, located in Room \_\_\_\_\_.  
本法院於 \_\_\_\_\_ 室檔案部門

Hon. \_\_\_\_\_ in Part \_\_\_\_\_, Room \_\_\_\_\_,  
\_\_\_\_\_ 庭於 \_\_\_\_\_ 庭 \_\_\_\_\_ 室

Failure to comply with a subpoena may be punishable as contempt of court and/or make you liable for a penalty not exceeding \$150.00 and damages sustained by the person on whose behalf the subpoena was issued (CPLR §2308).

未有遵傳規者 傳收人將面臨藐視法庭及或處以不超過\$150 之罰款及

(CPLR 2308)

Date 日期	If required: So Ordered 如有需要此令	Chief Clerk, Civil Court 民事院 總書記
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**NOTE:** A copy of any subpoena duces tecum served in a pending action shall also be served following CPLR Rule 2103, on each party who has appeared in the action so that it is received by such parties promptly after service on the witness and before the production of books, papers, or other things. You need not pay a witness fee to anyone other than the witness, but you must fill out an affidavit of service for each party served as well as for the witness.

注意 在宗等審案中派送任何書文均應依照CPLR 2103 所規定派送  
給每曾案中證人各方以及每訴狀都於派給證人及在冊文件其物品  
呈前可儘快判 除本外 閣下安費照合其人士  
但閣下須寫給每訴狀及證人派書

CIV-GP-70(Revised 7/07)

**CIVIL COURT OF THE CITY OF NEW YORK**

紐約民事院  
County of \_\_\_\_\_ 區 Index No.: \_\_\_\_\_  
Part 滙 案編號

**AFFIDAVIT OF SERVICE  
OF  
SUBPOENA FOR RECORDS**  
總書記派書

Claimant(s)/Plaintiff(s)/Petitioner(s)  
索費人 原告人 提人  
-against- 控

Defendant(s)/Respondent(s)  
被告人 答認

State of New York, County of \_\_\_\_\_ ss:  
紐約州 區 聲明

\_\_\_\_\_, being duly sworn,  
deposes and says: 謹此誓立作聲明  
(Deponent)

I am over 18 years of age and not a party to this action. At \_\_\_\_\_ AM/PM, on \_\_\_\_\_  
本已滿18歲 在案由証人之方於 \_\_\_\_\_ 下午  
(Time) (時間) (Date) (日期)

at \_\_\_\_\_  
在 \_\_\_\_\_ (Address) (地址)

in the County of \_\_\_\_\_, City of New York, I served the within Subpoena for Records in this matter  
位於 \_\_\_\_\_ (County) (區) 紐約市本號事送有關證卷令  
on \_\_\_\_\_ known to me to be the Witness  
給予 \_\_\_\_\_ 據人所知即為明證人

named herein by: 1. delivering and leaving with him/her personally a true copy thereof;  
以1. 親自給與本人份本

Description of Individual Served in Person 送本之描述		
Gender: _____ 性別	Color of Skin: _____ 膚色	Color of Hair: _____ 頭髮色
Approximate Age: _____ 大約年齡	Approximate Weight: _____ 大約體重	Approximate Height: _____ 大約高度

2. and paying  
him/her the sum of \$ \_\_\_\_\_ as fees for traveling to and from the place where s/he was  
付給地地數 \_\_\_\_\_ (Amount of Fee) 費用金額 作為送他地地的交通費  
required by the said Subpoena to attend, and for one day's attendance.  
此傳令所規定出席及席天費用

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
於0 年 月 日本人通著

Signature of Notary Public  
地界證簽署

Signature of Deponent  
聲明簽署

### General Instructions 一般性指示

Anyone NOT A PARTY to the action, who is over the age of 18 may serve the Subpoena.  
任何此案訴訟以外而滿十八歲以上均可派送傳令

1. Find the person to be served 尋找派送人士
2. Give the person a copy of the subpoena and the witness fees. 將份傳令及證費給與該人士
3. Fill out an affidavit of service for each person served. 就每獲送人士填寫份送卷書
4. The person on whose behalf the subpoena was served should retain this Affidavit of Service for further procedures if the person subpoenaed fails to comply with the Subpoena.  
代派送傳令的應保留此卷書作為該人未有遵傳令時日後再用途