

\_\_\_\_\_
(your name)

\_\_\_\_\_
(your street address)

\_\_\_\_\_
(city, state, zip code)

\_\_\_\_\_
(your phone number)

MONTANA \_\_\_\_\_ JUDICIAL DISTRICT COURT,
(number of district in which your county is located)
\_\_\_\_\_ COUNTY
(name of your county)

Table with 2 columns: Case details (Your Case No., TRIAL SUBPOENA) and Party names (Plaintiff, vs., Defendant).

THE STATE OF MONTANA TO: \_\_\_\_\_

YOU ARE HEREBY COMMANDED to appear, all business and excuses laid aside,
before the District Court of the \_\_\_\_\_ Judicial District of the State of
(number of district in which your county is located)
Montana, in and for the County of \_\_\_\_\_, at \_\_\_\_\_,
(name of your county) (street address of the courthouse)
in the City of \_\_\_\_\_, Montana, on the \_\_\_\_\_ day of \_\_\_\_\_,
(name of city where the courthouse is located) (date) (month)
20\_\_\_\_, at \_\_\_\_\_ o'clock then and there to testify in the above-entitled matter now pending in
(year) (time)
said District Court on behalf of the [Plaintiff] [Defendant]. If you fail to appear at the time and
(circle one)

place required, you will be liable to punishment for contempt of court as provided by law.

**Rule 45(d). Protecting a Person Subject to a Subpoena.**

- (1) **Avoiding Undue Burden or Expense; Sanctions.** A party or attorney responsible for issuing and serving a subpoena must take reasonable steps to avoid imposing undue burden or expense on a person subject to the subpoena. The issuing court must enforce this duty and impose an appropriate sanction -- which may include lost earnings and reasonable attorney fees -- on a party or attorney who fails to comply.
- (2) **Command to Produce Materials or Permit Inspection.**
  - (A) **Appearance not Required.** A person commanded to produce designated documents, electronically-stored information, or tangible things, or to permit the inspection of premises, need not appear in person at the place of production or inspection unless commanded to appear for deposition, hearing, or trial.
  - (B) **Objections.** A person commanded to produce designated materials or to permit inspection may serve on the party or attorney designated in the subpoena a written objection to inspecting, copying, testing, or sampling any or all of the designated materials or to inspecting the premises -- or to producing electronically-stored information in the form or forms requested. The objection must be served before the earlier of the time specified for compliance or 14 days after the subpoena is served. If an objection is made, the following rules apply:
    - (i) At any time, on notice to the commanded person, the serving party may move the issuing court for an order compelling production or inspection.
    - (ii) These acts may be required only as directed in the order, and the order must protect a person who is neither a party nor a party's officer from significant expenses resulting from compliance.
- (3) **Quashing or Modifying a Subpoena.**
  - (A) **When Required.** On timely motion, the issuing court must quash or modify a subpoena that:
    - (i) fails to allow a reasonable time to comply;
    - (ii) requires a person who is neither a party nor a party's officer to travel more than 100 miles from where that person resides, is employed, or regularly transacts business in person -- except that, subject to Rule 45(d)(3)(B)(iii), the person may be commanded to attend a trial by traveling from any such place within the state where the trial is held;
    - (iii) requires disclosure of privileged or other protected matter, if no exception or waiver applies; or
    - (iv) subjects a person to undue burden.
  - (B) **When Permitted.** To protect a person subject to or affected by a subpoena, the issuing

court may, on motion, quash or modify the subpoena if it requires:

- (i) disclosing a trade secret or other confidential research, development, or commercial information;
- (ii) disclosing an unretained expert's opinion or information that does not describe specific occurrences in dispute and results from the expert's study that was not requested by a party; or
- (iii) a person who is neither a party nor a party's officer to incur substantial expense to travel more than 100 miles to attend trial.

(C) Specifying Conditions as an Alternative. In the circumstances described in Rule 45(d)(3)(B), the court may, instead of quashing or modifying a subpoena, order appearance or production under specified conditions if the serving party:

- (i) shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship; and
- (ii) ensures that the subpoenaed person will be reasonably compensated.

#### **Rule 45(e). Duties in Responding to a Subpoena.**

(1) Producing Documents or Electronically-Stored Information. These procedures apply to producing documents or electronically-stored information:

- (A) Documents. A person responding to a subpoena to produce documents must produce them as they are kept in the ordinary course of business or must organize and label them to correspond to the categories in the demand.
- (B) Form of Producing Electronically-Stored Information Not Specified. If a subpoena does not specify a form for producing electronically-stored information, the person responding must produce it in a form or forms in which it is ordinarily maintained or in a reasonably usable form or forms.
- (C) Electronically-Stored Information Produced in Only One Form. The person responding need not produce the same electronically-stored information in more than one form.
- (D) Inaccessible Electronically-Stored Information. The person responding need not provide discovery of electronically-stored information from sources that the person identifies as not reasonably accessible because of undue burden or cost. On motion to compel discovery or for a protective order, the person responding must show that the information is not reasonably accessible because of the undue burden or cost. If that showing is made, the court may nonetheless order discovery from such sources if the requesting party shows good cause, considering the limitations of Rule 26(b)(2)(C). The court may specify conditions for the discovery.

(2) Claiming Privilege or Protection.

(A) Information Withheld. A person withholding subpoenaed information under a claim that it is privileged or subject to protection as trial-preparation material must:

- (i) expressly assert the claim; and
- (ii) describe the nature of the withheld documents, communications, or things in a manner that, without revealing information itself privileged or protected, will enable the parties to assess the claim.

(B) Information Produced. If information produced in response to a subpoena is subject to a claim of privilege or of protection as trial-preparation material, the person making the claim may notify any party that received the information of the claim and the basis for it. After being notified, a party must promptly return, sequester, or destroy the specified information and any copies it has; must not use or disclose the information until the claim is resolved; must take reasonable steps to retrieve the information if the party disclosed it before being notified; and may promptly present the information to the court under seal for a determination of the claim. The person who produced the information must preserve the information until the claim is resolved.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(date)                                  (month)                                  (year)

\_\_\_\_\_  
Clerk of Court

BY: \_\_\_\_\_  
Deputy Clerk of Court