

1 **4-505A. Subpoena for production or inspection.**

2
3 [For use with District Court Civil Rule 1-045 NMRA]

4
5 STATE OF NEW MEXICO
6 COUNTY OF _____ [No. _____]
7 _____ JUDICIAL DISTRICT

8
9 _____, Plaintiff,

10
11 v. _____ No. _____

12
13 _____, Defendant,

14
15 **SUBPOENA FOR PRODUCTION OR INSPECTION¹**

16
17 **SUBPOENA FOR**

18 **DOCUMENTS OR OBJECTS²**

19 **INSPECTION OF PREMISES²**

20 TO: _____

21 YOU ARE HEREBY COMMANDED ON:

22 DATE: _____, _____ TIME: _____ (a.m.) (p.m.)

23 TO:

24 permit inspection of the following described books, papers, documents or tangible
25 things:

26 _____

27 _____
28 at _____ (address).

29 permit the inspection of the premises located at:
30 _____ (address).

31
32 ABSENT A COURT ORDER, DO NOT RESPOND TO THIS SUBPOENA UNTIL THE
33 EXPIRATION OF FOURTEEN (14) DAYS AFTER THE DATE OF SERVICE OF THE
34 SUBPOENA.

35
36 DO NOT RESPOND TO THIS SUBPOENA FOR PRODUCTION OR INSPECTION IF
37 YOU ARE SERVED WITH WRITTEN OBJECTIONS OR A MOTION TO QUASH
38 UNTIL YOU RECEIVE A COURT ORDER REQUIRING A RESPONSE.

39
40 You may comply with this subpoena for production or inspection by providing legible
41 copies of the items requested to be produced by mail or delivery to the attorney whose

1 name appears on this subpoena. You may condition the preparation of the copies upon the
2 payment in advance of the reasonable cost of inspection and copying. You have the right
3 to object to the production [~~pursuant to~~] under this subpoena as provided below.

4
5 **READ THE SECTION “DUTIES IN RESPONDING TO SUBPOENA[?]”**

6 IF YOU DO NOT COMPLY WITH THIS SUBPOENA you may be held in
7 contempt of court and punished by fine or imprisonment.

8 _____,

9
10 _____
11 Judge, clerk, or attorney

12
13 **USE NOTES**

14
15 **TO BE PRINTED ON EACH SUBPOENA**

16
17 1. This subpoena must be served on each party in the manner provided by Rule
18 1-005 NMRA. If service is by a party, an affidavit of service must be used instead of a
19 certificate of service.

20 2. A person commanded to produce and permit inspection and copying of
21 designated books, papers, documents, or tangible things, or inspection of premises need
22 not appear in person at the place of production or inspection unless commanded to appear
23 for deposition, hearing, or trial.

24 3. If a person’s attendance is commanded, one full day’s per diem must be
25 tendered with the subpoena, unless the subpoena is issued on behalf of the state or an officer
26 or agency thereof. Mileage must also be tendered at the time of service of the subpoena as
27 provided by the Per Diem and Mileage Act. See NMSA 1978, Section 38-6-4 (1983) for
28 per diem and mileage for witnesses. See NMSA 1978, Section 10-8-4(A) (2009) for per
29 diem and mileage rates for nonsalaried public officers. Payment of per diem and mileage
30 for subpoenas issued by the state is made pursuant to regulations of the Administrative
31 Office of the Courts. See NMSA 1978, Section 34-9-11 (2017) for payments from the jury
32 and witness fee fund.

33 4. A party or an attorney responsible for the issuance and service of a subpoena
34 shall take reasonable steps to avoid imposing undue burden or expense on a person subject
35 to that subpoena. The court on behalf of which the subpoena was issued shall enforce this
36 duty and impose on the party or attorney in breach of this duty an appropriate sanction,
37 which may include, but is not limited to, lost earnings and reasonable attorney fees.

38
39 **RETURN FOR COMPLETION BY SHERIFF OR DEPUTY**
40

1 I certify that on the _____ day of _____, _____, in
2 _____ County, I served this subpoena on
3 _____ by delivering to the person named a copy of the
4 subpoena and a fee of \$_____ (*insert the amount of fee tendered or, if no fee is*
5 *tendered, "none"*)³.

6 _____
7 Deputy sheriff

8
9 **RETURN FOR COMPLETION BY OTHER PERSON MAKING SERVICE**

10
11 I, being duly sworn, on oath say that I am over the age of eighteen (18) years and
12 not a party to this lawsuit, and that on the _____ day of _____,
13 _____, in _____ County, I served this subpoena on
14 _____ by delivering to the person named a copy of the
15 subpoena and a fee of \$_____ (*insert the amount of fee tendered or, if no fee is*
16 *tendered, "none"*)³.

17 _____
18 Person making service

19
20 SUBSCRIBED AND SWORN to before me this _____ day of
21 _____, _____ (date).

22 _____
23 Judge, notary, or other officer
24 authorized to administer oaths

25
26 THIS SUBPOENA issued by or at request of:

27 _____
28 Name of attorney [øf] or party

29 _____
30 Address

31 _____
32 Telephone

33
34
35 **CERTIFICATE OF SERVICE BY ATTORNEY**

36
37 I certify that I caused a copy of this subpoena to be served on the following persons
38 or entities by (*delivery*) (*mail*) on this _____ day of _____,
39 _____.

1 (1) _____
2 (Name of party)

3 _____
4 (Address)

5 (2) _____
6 (Name of party)

7 _____
8 (Address)

9 _____
10 Attorney

11 _____
12 Signature

13 _____
14 Date of signature

15
16 **[TO BE PRINTED ON EACH SUBPOENA]**

17
18 1. ~~_____ This subpoena must be served on each party in the manner provided by Rule 1-~~
19 ~~005 NMRA. If service is by a party, an affidavit of service must be used instead~~
20 ~~of a certificate of service.~~

21 2. ~~_____ A person commanded to produce and permit inspection and copying of~~
22 ~~designated books, papers, documents or tangible things, or inspection of~~
23 ~~premises need not appear in person at the place of production or inspection~~
24 ~~unless commanded to appear for deposition, hearing or trial.~~

25 3. ~~_____ If a person's attendance is commanded, one full day's per diem must be~~
26 ~~tendered with the subpoena, unless the subpoena is issued on behalf of the state~~
27 ~~or an officer or agency thereof. Mileage must also be tendered at the time of~~
28 ~~service of the subpoena as provided by the Per Diem and Mileage Act. See~~
29 ~~Section 38-6-4 NMSA 1978 for per diem and mileage for witnesses. See~~
30 ~~Paragraph A of Section 10-8-4 NMSA 1978 for per diem and mileage rates for~~
31 ~~nonsalaried public officers. Payment of per diem and mileage for subpoenas~~
32 ~~issued by the state is made pursuant to regulations of the Administrative Office~~
33 ~~of the Courts. See Section 34-9-11 NMSA 1978 for payments from the jury and~~
34 ~~witness fee fund.~~

35
36 **PROTECTION OF PERSONS SUBJECT TO SUBPOENAS**

37
38 ~~A party or an attorney responsible for the issuance and service of a subpoena shall take~~
39 ~~reasonable steps to avoid imposing undue burden or expense on a person subject to that~~
40 ~~subpoena. The court on behalf of which the subpoena was issued shall enforce this duty~~

1 ~~and impose upon the party or attorney in breach of this duty an appropriate sanction, which~~
2 ~~may include, but is not limited to, lost earnings and a reasonable attorney's fee.]~~

3
4 **INFORMATION FOR PERSONS RECEIVING SUBPOENA**

5
6 A person commanded to produce and permit inspection and copying of designated
7 books, papers, documents, or tangible things, or inspection of premises need not appear in
8 person at the place of production or inspection unless commanded to appear for deposition,
9 hearing, or trial.

10
11 Subject to ~~[Subparagraph (2) of Paragraph D below]~~ Rule 1-045(D)(2) NMRA, a
12 person commanded to produce and permit inspection and copying may, within fourteen
13 (14) days after service of the subpoena or before the time specified for compliance if ~~[such]~~
14 that time is less than fourteen (14) days after service, serve upon the party or attorney
15 designated in the subpoena and all parties to the lawsuit identified in the certificate of
16 service by attorney written objection to inspection or copying of any or all of the designated
17 materials or of the premises or within fourteen (14) days after service of the subpoena may
18 file and serve on all parties a motion to quash the subpoena ~~[and serve the motion on all~~
19 ~~parties to the action]~~. If an objection is served or a motion to quash is filed and served on
20 the parties and the person responding to the subpoena, the party serving the subpoena shall
21 not be entitled to inspect and copy the materials or inspect the premises except ~~[pursuant~~
22 ~~to]~~ under an order of the court by which the subpoena was issued. If objection has been
23 made, the party serving the subpoena may, upon notice to the person commanded to
24 produce, move at any time for an order to compel the production. ~~[Such an]~~ The order to
25 compel production shall protect any person who is not a party or an officer of a party from
26 significant expense resulting from the inspection and copying commanded. The court may
27 award costs and attorney fees against a party or person for serving written objections or
28 filing a motion to quash that lacks substantial merit.

29
30 ~~[On timely motion, the court by which a subpoena was issued shall quash or modify the~~
31 ~~subpoena if it:~~

32
33 (1) ~~fails to allow reasonable time for compliance,~~

34
35 (2) ~~requires a person who is not a party or an officer of a party to travel to a place more~~
36 ~~than one hundred miles from the place where that person resides, is employed or regularly~~
37 ~~transacts business in person, except as provided below, such a person may in order to attend~~
38 ~~trial be commanded to travel from any such place within the state in which the trial is held,~~
39 ~~or~~

1 ~~(3) — requires disclosure of privileged or other protected matter and no exception or~~
2 ~~waiver applies, or~~
3

4 ~~(4) — subjects a person to undue burden.~~
5

6 If a subpoena:

7
8 ~~(1) — requires disclosure of a trade secret or other confidential research, development, or~~
9 ~~commercial information, or~~
10

11 ~~(2) — requires disclosure of an unretained expert's opinion or information not describing~~
12 ~~specific events or occurrences in dispute and resulting from the expert's study made not at~~
13 ~~the request of any party, or~~
14

15 ~~(3) — requires a person who is not a party or an officer of a party to incur substantial~~
16 ~~expense to travel,~~
17

18 ~~the court may, to protect a person subject to or affected by the subpoena, quash or modify~~
19 ~~the subpoena or, if the party in whose behalf the subpoena is issued shows a substantial~~
20 ~~need for the testimony or material that cannot be otherwise met without undue hardship~~
21 ~~and assures that the person to whom the subpoena is addressed will be reasonably~~
22 ~~compensated, the court may order appearance or production only upon specified~~
23 ~~conditions.~~
24

25 **DUTIES IN RESPONDING TO SUBPOENA**
26

27 ~~(1) — A person responding to a subpoena to produce documents shall produce them as~~
28 ~~they are kept in the usual course of business or shall organize and label them to correspond~~
29 ~~with the categories in the demand.~~
30

31 ~~(2) — When information subject to a subpoena is withheld on a claim that it is privileged~~
32 ~~or subject to protection as trial preparation materials, the claim shall be made expressly and~~
33 ~~shall be supported by a description of the nature of the documents, communications, or~~
34 ~~things not produced that is sufficient to enable the demanding party to contest the claim.~~
35

36 ~~(3) — A person commanded to produce documents or material or to permit the inspection~~
37 ~~of premises shall not produce the documents or materials or permit the inspection of the~~
38 ~~premises if a written objection is served or a motion to quash has been filed with the court~~
39 ~~until a court order requires their production or inspection.]~~
40

1 On timely motion, the court by which a subpoena was issued shall quash or modify
2 the subpoena if it

3
4 (1) fails to allow reasonable time for compliance,

5
6 (2) requires a person who is not a party or an officer of a party to travel to a
7 place more than one hundred (100) miles from the place where that person resides, is
8 employed or regularly transacts business in person, except as provided below, such a
9 person may in order to attend trial be commanded to travel from any such place within the
10 state in which the trial is held,

11
12 (3) requires disclosure of privileged or other protected matter and no exception
13 or waiver applies, or

14
15 (4) subjects a person to undue burden.

16
17 If a subpoena

18
19 (1) requires disclosure of a trade secret or other confidential research,
20 development, or commercial information,

21
22 (2) requires disclosure of an unretained expert's opinion or information not
23 describing specific events or occurrences in dispute and resulting from the expert's study
24 made not at the request of any party, or

25
26 (3) requires a person who is not a party or an officer of a party to incur
27 substantial expense to travel,

28
29 the court may quash or modify the subpoena or, if the party in whose behalf the subpoena
30 is issued shows a substantial need for the testimony or material that cannot be otherwise
31 met without undue hardship and assures that the person to whom the subpoena is addressed
32 will be reasonably compensated, the court may order appearance or production only upon
33 specified conditions.

34
35 **DUTIES IN RESPONDING TO SUBPOENA**

36
37 (1) A person responding to a subpoena to produce documents shall produce
38 them as they are kept in the usual course of business or shall organize and label them to
39 correspond with the categories in the demand.

1 (2) When information subject to a subpoena is withheld on a claim that it is
2 privileged or subject to protection as trial preparation materials, the claim shall be made
3 expressly and shall be supported by a description of the nature of the documents,
4 communications, or things not produced that is sufficient to enable the demanding party to
5 contest the claim.

6
7 (3) A person commanded to produce documents or material or to permit the
8 inspection of premises shall not produce the documents or materials or permit the
9 inspection of the premises if a written objection is served or a motion to quash has been
10 filed with the court until a court order requires their production or inspection.

11
12 [As amended, effective November 1, 2002; as amended by Supreme Court Order No. 08-
13 8300-002, effective March 15, 2008; by Supreme Court Order No. 09-8300-030, effective
14 October 12, 2009, as amended by Supreme Court Order No. 20-8300-005, effective for all
15 cases pending or filed on or after December 31, 2020.]