

Samples

Notice of Taking Deposition

1 PAUL SAMPLE
2 1234 Main Street
3 Sacramento, CA 95814
4 916-555-1234

5 PAUL SAMPLE, IN PRO PER

6
7
8 SUPERIOR COURT OF THE STATE OF CALIFORNIA
9 FOR THE COUNTY OF SACRAMENTO

10
11
12 PAUL SAMPLE,
13 Plaintiff,
14 vs. ACME, INC.,
15 Defendant

16
17
18
19 TO ALL PARTIES AND THEIR ATTORNEYS OF RECORD:
20 PLEASE TAKE NOTICE that the deposition of Acme, Inc. will be taken in the above-entitled
21 action before a court reporter at the following address: 556 West Elm Ave., Sacramento, CA
22 95814, on November 15, 2013, at 9 am, and continued from day to day thereafter, Sundays
23 and holidays excepted, until completed, on behalf of the plaintiff. In addition to being
24 stenographically recorded, the deposition will be videotaped/audiotaped.

25
26
27
28

- 1 -
NOTICE OF TAKING DEPOSITION

Requesting party's name, address and telephone number. "In Pro Per" means you are representing yourself.

Case number.

Case No.: 34-2013-00012345

Names of the parties.

Name of person or organization to be deposed, and date and location of deposition.

Your party designation.

If you will be video or audio taping the deposition, include this language. If not, remove this sentence.

Notice of Taking Deposition (page 1)



1 NOTICE IS FURTHER GIVEN that the matters on which examination is requested are as
 2 follows:
 3 The loan agreement between the Acme, Inc. and Paul Sample dated September 9, 2010,
 4 including but not limited to, the agreement itself, payment methods and payment history,
 5 and correspondence regarding the agreement.
 6
 7
 8 Pursuant to the provisions of Section 2025.230 of the Code of Civil Procedure, Acme, Inc.
 9 shall designate and produce at the deposition one or more of its officers, directors,
 10 managing agents, employees, or agents who are most qualified to testify on its behalf as to
 11 the above-described matters to the extent of any information known or reasonably available
 12 to the deponent.
 13
 14
 15 NOTICE IS FURTHER GIVEN that the deponent is required to bring to the deposition the
 16 following documents and items: All documents related to the loan agreement between
 17 Acme, Inc. and Paul Sample dated September 9, 2010, including but not limited to, the
 18 agreement itself, canceled checks, receipts, or other documentary evidence of payments
 19 made; records kept of payments made; and correspondence regarding the agreement.
 20
 21
 22
 23 DATED: February 2, 2022
 24
 25
 26
 27
 28

If the deponent is an organization, summarize the topics to be discussed, so that the organization may designate a representative with knowledge of those issues. If a natural person will be deposed, remove these paragraphs.

If you want the deponent to bring documents or items to the deposition, include a description of the requested items.

Sign and date.

Paul Sample
In Pro Per

- 2 -
NOTICE OF TAKING DEPOSITION

Notice of Taking Deposition (page 2)

Deposition Subpoena for Personal Appearance

Use this form if you simply want a non-party witness to appear to answer questions at a deposition.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, Street Address, Telephone No., E-mail Address (Optional), Attorney For (Name))
 Paul Sample
 1234 Main Street
 Sacramento, CA 95814
 TELEPHONE NO.: 916-555-1234
 E-MAIL ADDRESS (Optional):
 ATTORNEY FOR (Name): In Pro Per

YOUR NAME, ADDRESS, AND PHONE NUMBER. IN PRO PER MEANS YOU'RE REPRESENTING YOURSELF.

FOR COURT USE ONLY

CASE NUMBER: 34-2013-00012345

SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento
 STREET ADDRESS: 720 Ninth Street
 MAILING ADDRESS: 720 Ninth Street
 CITY AND ZIP CODE: Sacramento, CA 95814
 BRANCH NAME: Civil

COURT NAME, ADDRESS, AND BRANCH.

PLAINTIFF/PETITIONER: Paul Sample
DEFENDANT/RESPONDENT: Acme, Inc.

NAMES OF PLAINTIFF AND DEFENDANT.

DEPOSITION SUBPOENA FOR PERSONAL APPEARANCE

THE PEOPLE OF THE STATE OF CALIFORNIA, TO (name, address, and telephone number of deponent, if known):
 Wendy Witness
 467 Harvest Ln., Sacramento, CA 95826, 916-555-4378

NAME, ADDRESS, AND TELEPHONE NUMBER OF PERSON TO BE DEPOSED.

1. YOU ARE ORDERED TO APPEAR IN PERSON TO TESTIFY AS A WITNESS.

Date: _____ Time: _____ Address: _____

IF THE DEPONENT IS AN ORGANIZATION, CHECK BOX A.

2. This deposition will be recorded stenographically and by:

a. As a deponent who is not a natural person, you are ordered to designate one or more persons to testify on your behalf as to the matters described in item 2. (Code Civ. Proc., § 2025.230.)

b. This deposition will be recorded stenographically through the instant visual display of testimony and by audiotape videotape

CHECK THE BOXES THAT DESCRIBE HOW THE DEPOSITION WILL BE RECORDED. IF VIDEOTAPED, INDICATE IF YOU RESERVE THE RIGHT TO PRESENT THE VIDEO AT TRIAL.

3. If the witness is a representative of a business or other entity, the matters upon which the witness is to be examined are as follows:

IF YOU CHECKED BOX 1(A) ABOVE, YOU MUST DESCRIBE WHAT ISSUES WILL BE DISCUSSED AT THE DEPOSITION, SO THE ORGANIZATION MAY APPOINT A KNOWLEDGEABLE REPRESENTATIVE.

DISOBEDIENCE OF THIS SUBPOENA MAY BE PUNISHED AS CONTEMPT BY THIS COURT. YOU WILL ALSO BE LIABLE FOR THE SUM OF \$500 AND ALL DAMAGES RESULTING FROM YOUR FAILURE TO OBEY.

Date issued: _____

DO NOT SIGN HERE. THE COURT CLERK WILL SIGN HERE.

(TYPE OR PRINT NAME): _____

(SIGNATURE OF PERSON ISSUING SUBPOENA) _____

(TITLE) _____

(Proof of service on reverse)

DEPOSITION SUBPOENA FOR PERSONAL APPEARANCE

Form Adopted for Mandatory Use Judicial Council of California SUBP-015 (Rev. January 1, 2008)

Page 1 of 2
Code of Civil Procedure §§ 2025.210, 2025.220, 2025.230, 2025.250, 2025.600
Government Code, § 68007.1
www.courtinfo.ca.gov

Deposition Subpoena for Personal Appearance (page 1)

PROOF OF SERVICE OF DEPOSITION SUBPOENA FOR PERSONAL APPEARANCE

Names of Plaintiff and Defendant. **Case number.**

PLAINTIFF/PETITIONER: Paul Sample CASE NUMBER: SUBP-015
 DEFENDANT/RESPONDENT: Acme, Inc. 34-2013-00012345

Name and address of person served.

1. I served this Deposition Subpoena for Personal Appearance by personally delivering a copy to the person served as follows:

a. Person served (name): Wendy Witness
 b. Address where served: 467 Harvest Ln., Sacramento, CA 95826
 c. Date of delivery: 11/3/2013 **Date and time of service.**
 d. Time of delivery: 10 am

If witness fees and mileage were paid at the time of service, indicate the amounts.

e. Witness fees and mileage both ways (check one):
 (1) were paid. Amount: \$ _____
 (2) were not paid.
 (3) were tendered to the witness's public entity employer as required by Government Code section 68097.2. The amount tendered was (specify): \$ _____

Amount server was paid to serve this subpoena.

f. Fee for service: \$ 0

2. I received this subpoena for service on (date): 11/2/2013 **Date server received this subpoena for service.**

Check the box that best describes the server.

Person serving:
 a. Not a registered California process server
 b. California sheriff or marshal
 c. Registered California process server
 d. Employee or independent contractor of a registered California process server
 e. Exempt from registration under Business and Professions Code section 22350(b)
 f. Registered professional photocopier
 g. Exempt from registration under Business and Professions Code section 22451
 h. Name, address, telephone number, and, if applicable, county of registration and number:
 Sally Server
 904 West Elm Drive **Name and address of server.**
 Sacramento, CA 95833

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

(For California sheriff or marshal use only)
I certify that the foregoing is true and correct.

Date: 11/3/2013 Date: _____

Server's signature. _____

(SIGNATURE) (SIGNATURE)

SUBP-015 (Rev. January 1, 2006) **PROOF OF SERVICE OF DEPOSITION SUBPOENA FOR PERSONAL APPEARANCE** Page 2 of 2

Deposition Subpoena for Personal Appearance (page 2)



PROOF OF SERVICE OF DEPOSITION SUBPOENA FOR PERSONAL APPEARANCE AND PRODUCTION OF DOCUMENTS AND THINGS

Names of Plaintiff and Defendant: PLAINTIFF/PETITIONER: Paul Sample DEFENDANT/RESPONDENT: Acme Inc.

Case number: SUPP-020 CASE NUMBER: 34-2012-00012345

1. I served this Deposition Subpoena for Personal Appearance and Production of Documents and Things by personally delivering a copy to the person served as follows:

a. Person served (name): Wendy Witness

b. Address where served: 467 Harvest Ln., Sacramento, CA 95826

c. Date of delivery: 11/3/2013

d. Time of delivery: 10 am

e. Witness fees and mileage both ways (check one):
 (1) were paid. Amount: \$ _____
 (2) were not paid.
 (3) were tendered to the witness's public entity employer as required by Government Code section 88097.2. The amount tendered was (specify): \$ _____

f. Fee for service: \$ 0

2. I received this subpoena for service on (date): 11/2/2013

3. Person serving:

a. Not a registered California process server

b. California sheriff or marshal

c. Registered California process server

d. Employee or independent contractor of a registered California process server

e. Exempt from registration under Business and Professions Code section 22350(b)

f. Registered professional photocopier

g. Exempt from registration under Business and Professions Code section 22451

h. Name: Sally Server
 address, telephone number, and, if applicable, county of registration and number:
 904 West Elm Drive
 Sacramento, CA 95833

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
 Date: 11/3/2013

(For California sheriff or marshal use only)
 I certify that the foregoing is true and correct.
 Date:

(SIGNATURE) (SIGNATURE)

(SUPP-020 (Rev. January 1, 2008)) PROOF OF SERVICE DEPOSITION SUBPOENA FOR PERSONAL APPEARANCE AND PRODUCTION OF DOCUMENTS AND THINGS Page 2 of 2

Deposition Subpoena for Personal Appearance and Production of Documents and Things (page 2)