

SAMPLE DRAFT OF SHERIFF TRANSMITTAL SHEET

ATTORNEY LETTER HEAD

DATE

(Sheriff of (jurisdiction))
Address of Sheriff

Re: (Style of Case) Case number
(Court in which case is pending)

TRANSMITTAL SHEET

Dear Sheriff,

Please issue the subpoena on:
(Specify name, address, and county in which subpoena to be served)

(Name of person)
(Address of person)
(County in which subpoena to be served)

The fee for service has been tendered to the Clerk of the Circuit Court in the amount of \$ (state amount). Attached is a copy of the ***(receipt from the Clerk of the Court/ or copy of check tendered to the clerk)***.

Please return the additional date stamped copy of this transmittal sheet showing proof of receipt by you in the enclosed self addressed stamped envelope. ***(Include this paragraph if you wish a date stamped copy be returned)***

Very Truly yours,
(Print name of attorney)

(Signature of Attorney)