



Commonwealth of Massachusetts  
Suffolk County District Attorney's Office  
Daniel F. Conley

**ADMINISTRATIVE SUBPOENA REQUEST FORM**

**REQUESTING OFFICER INFORMATION:**

Name & Rank: \_\_\_\_\_ Department/District: \_\_\_\_\_

Office # & Cell # \_\_\_\_\_

Fax #/Address \_\_\_\_\_  
(requested records will be sent to this fax #/location)

**RECORDS REQUESTED:**

Please describe records sought: \_\_\_\_\_

Check type(s) of records requested:

- |  |   |
|--|---|
| <input type="checkbox"/> Basic subscriber information  | <input type="checkbox"/> Billing/payment information          |
| <input type="checkbox"/> Incoming/Outgoing phone calls | <input type="checkbox"/> Text message transaction information |
| <input type="checkbox"/> IP address logs               |   |

Date range for records requested: \_\_\_\_\_  
\*(must be filled out)

Company/Service Provider in possession of records sought: \_\_\_\_\_

Company Contact Information: \_\_\_\_\_

Please state basis for request, that records are relevant and material to an ongoing investigation:  
\_\_\_\_\_  
\_\_\_\_\_

\*Please attach police report, Form 26, or other official document

\*Please be advised that under M.G.L. c. 271 § 17B, only the Attorney General or a District Attorney may issue an administrative subpoena.