



ADMINISTRATIVE SUBPOENA REQUEST FORM
Berkshire District Attorney



Tracking No. \_\_\_\_\_

Date of Request \_\_\_\_\_

Requesting Officer Information

Agency Case Number \_\_\_\_\_

Name \_\_\_\_\_

Agency \_\_\_\_\_

Unit \_\_\_\_\_

Office # \_\_\_\_\_

Fax # \_\_\_\_\_

Cell # \_\_\_\_\_

Others needing copy of records:

Address [ ]

[ ]

Case/Request Information

Please describe the nature of your investigation and the specific information you are requesting (Must attach a copy of any reports or a summary of investigation)

[ ]

Company/service provider(s) in custody of records being sought (if known)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Contact information for custodian(s) of records being sought (if known)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Records requested - Check all that apply

- 1 [ ] Basic subscriber information 4 [ ] Text message detail
2 [ ] Billing information 5 [ ] Internet Protocol logs
3 [ ] incoming/outgoing calls 6 [ ] Other

Date range for records request \_\_\_\_\_ to \_\_\_\_\_

Do you need an expedited return? [ ] Yes [ ] No

Please identify any exigent circumstances in support of an expedited request.

[ ]

Notification: (Please be advised that the content of stored communications and certain stored records are not available with an administrative subpoena. Be advised that under MGL c. 271 § 17B, only the Attorney General or District Attorney may issue an administrative subpoena. Contact your legal representatives for further information.)