

Circuit Court

Index No. \_\_\_\_\_

County of New York

ABC Lending  
*Claimant(s)/Plaintiff(s)*

INFORMATION  
SUBPOENA

VS.

John Smith  
*Defendant(s)*

Case No. 12345  
John Smith (123-45-6789)  
123 Main St.  
Ripley, NY 14716

THE PEOPLE OF THE STATE OF New York

TO: Community Bank, the person to be examined;

A judgement was entered in this court on 1/1/2010, in favor of ABC Lending and against John Smith in the amount of \$ 1,200.00, together with interest, costs and disbursements for a total of \$ 1,200.00, of which \$ 1,200.00 remains due and unpaid.

Because you, the person to whom this subpoena is directed, either reside, are regularly employed, or have an office for the regular transaction of business in New York County of the State of New York, you must answer, in writing under oath, separately and fully, each question in the questionnaire accompanying this subpoena, and you must return the answers, together with the original of the questions, within seven (7) days after your receipt of the questions and this subpoena to ABC Lending at 456 Maple Rd. Phone #: (321) 555-4321.

**CERTIFICATION**

I Jane Doe, hereby certify that this information subpoena complies with the Civil Practice Law and Rules of New York and that I have a reasonable belief that the party receiving this subpoena has in their possession information about the debtor that will assist the creditor in collecting the judgement.

04/13/2010  
Date

Jane Doe  
Judgement Creditor

**FALSE SWEARING OR FAILURE TO COMPLY WITH THIS SUBPOENA IS PUNISHABLE AS A CONTEMPT OF COURT. YOU ARE ALSO INSTRUCTED NOT TO COMMUNICATE NOR DISCLOSE ANY DETAILS OF THIS SUBPOENA TO THE JUDGEMENT DEBTOR OR ANYONE ASSOCIATED WITH THE JUDGEMENT DEBTOR AS THAT CONSTITUTES A VIOLATION OF CIVIL PROCEDURE AND COURT REGULATIONS REGARDING COLLECTION PROCEDURES AFFORDED TO THE JUDGMENT CREDITOR.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Clerk, Civil Court

Circuit Court

Index No. \_\_\_\_\_

County of New York

ABC Lending  
Claimant(s)/Plaintiff(s)

VS.

QUESTIONS  
In connection with an  
INFORMATION  
SUBPOENA  
regarding

John Smith  
Defendant(s)

Case No. 12345  
John Smith (123-45-6789)  
123 Main St.  
Ripley, NY 14716

State of New York, County of New York ss.:

\_\_\_\_\_ (Name of Deponent), being duly sworn, deposes and says:  
I am the \_\_\_\_\_ (Title) of Community Bank, and acknowledge receipt of an  
Information Subpoena naming John Smith as Judgement Debtor.

The Answers below are based upon information contained in the records of the recipient.

1. Q. Please provide the Debtor's full name(s) as indicated in your records.  
A. \_\_\_\_\_
2. Q. Please set forth the last known home address and telephone number for the Debtor's residence, if different from the address above.  
A. \_\_\_\_\_
3. Q. Does the Judgement Debtor have an account with your organization and/or are you currently holding any deposits and/or security? If so, what is the account number, and what is/are the amount(s) on deposit?  
A. \_\_\_\_\_
4. Q. Do your records indicate that the Debtor is employed? If so, please list the name and address of the employer and the salary as indicated in your records.  
A. \_\_\_\_\_
5. Q. Did the Debtor list any bank references on his/her application? If so, set forth the name and address of said bank(s) and account number(s), if available.  
A. \_\_\_\_\_
6. Q. Do your records indicate the location of any other assets of the Debtor? If so, please give the location and description of any other assets.  
A. \_\_\_\_\_

The answers given to the above questions are true and complete to the best of my knowledge.

Sworn to before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature (before a Notary Public)

WHEN COMPLETED, RETURN THE ORIGINAL COPY OF THIS  
FORM TO:  
DO NOT RETURN THIS FORM TO THE CIVIL COURT

ABC Lending  
(321) 555-4321  
456 Maple Rd.  
New York, NY 12238

Circuit Court

Index No. \_\_\_\_\_

County of New York

ABC Lending  
*Claimant(s)/Plaintiff(s)*

AFFIDAVIT OF SERVICE  
OF AN  
INFORMATION  
SUBPOENA

VS.

John Smith  
*Defendant(s)*

Case No. 12345  
John Smith (123-45-6789)  
123 Main St.  
Ripley, NY 14716

State of New York, County of New York ss.:

\_\_\_\_\_(Name of Deponent), being duly sworn, deposes and says:

I am over the age of 18 and not a party to this action. At \_\_\_\_\_(Time), on \_\_\_\_\_(Date).

I served a copy of an Information Subpoena with questions on

\_\_\_\_\_

by mailing the papers in an envelope addressed to him/her at

\_\_\_\_\_

by Certified Mail Return Receipt Requested.

\_\_\_\_\_  
Signature of Server