

SAMPLE APPENDIX FOR DEFINITIONS

A. Definitions:

1. “Document” or “documents” means any written, recorded, graphic material of any kind, photostats, microfilms, microfiche, tape or disc recordings, computer printouts and other data electronically obtained or otherwise stored from which information can be obtained, either directly, indirectly or by translation, through devices or readers, whether prepared by your or any other person, that is in your possession, custody or control. Any such document is to be produced in a reasonable useable form.

2. The terms “document” and “documents” mean the original document (or copy thereof if the original is not in your possession, custody or control) and all copies that differ in any respect from the original or that bear any notation, marking or information not on the original.

3. (*Company Name*) includes any and all predecessor and successor entities, whether or not incorporated.

B. Documents required:

This subpoena applies to the period of (*inclusive dates*) or (*specific date to the date of the subpoena*) and requires production of any and all documents pertaining to business conducted with (*Company Name*) including, but not limited to: