



## First in Subpoena Photocopy

### Why First Reprographics?

- ✓ Subpoena Preparation – Why spend the time and energy preparing and calendaring when First Reprographics can do it for you. We will even Notice the Consumer if necessary.
- ✓ Deposition Date Scheduling – First Reprographics strives to achieve your Deposition Date the first time, alerting you to any delays.
- ✓ QC Processes and Declaration Follow-up to ensure Accurate and Timely Document Delivery.
- ✓ 3rd Party and Direct Billing Options, including Split-Billing.
- ✓ Online-order entry, Status Updates and Document Upload and Retrieval.
- ✓ Records can be ordered via eMail, Fillable-PDF Form, or through our Website.



877.591.9979

www.firstreprographics.com

First Reprographics offers both Subpoena Photocopy, as well as Litigation Copy, Scanning, Coding and EDD Services. Truly a full-service reprographics organization. Our Subpoena Photocopy service includes preparation, notification, onsite copying and dissemination of records, all in accordance with state and federal statutes. We can even be the Deposition Officer of Record.

Our entire Reprographics Department is available online; whereby orders can be processed, statused and records accessed. No job is too small or too large. First Reprographics works closely with the First Legal Network of companies to ensure your documents are served and processed effectively.

### The Subpoena Photocopy Process

State Subpoena Process For Example Purposes Only

- Subpoena Preparation
  - Online Order Entry System
- Notice to Opposing Counsel and Consumer
  - Ten days if by mail and five days if personally served (1011 CCP)
  - Online Status via [www.firstreprographics.com](http://www.firstreprographics.com)
- Service on the Custodian of Records
  - Fifteen days notice prior to the Deposition Date
  - Online Status via [www.firstreprographics.com](http://www.firstreprographics.com)
- Deposition Date
  - Typically 30 days, include 5 days to serve Custodian above
- Delivery Date
  - 2-3 days after the Depo Date to Print, Compile, Bill and Deliver the records
  - Online Record Retrieval and Archive