

**ANR ADMINISTRATIVE HANDBOOK SECTION 460, SUBPOENAS  
APPENDIX B  
SAMPLE CONFIRMATION OF RECEIPT OF DEPOSIT  
BEFORE AN ANR EMPLOYEE'S APPEARANCE AT TRIAL AND/OR DEPOSITION**

**If desired, use to confirm receipt of deposit of at least \$275 for appearance at trial and/or deposition.**

[Date]

[Firm Name]  
[Firm Address]

Re: [party] v. [party] – Case No. \_\_\_\_\_

Gentlemen:

[Insert title as appropriate, i.e.,] University of California Cooperative Extension Advisor [name] received a subpoena issued in the above action on [date subpoena was served] for attendance on [appearance date] at the scheduled trial of the matter [or, "...at the scheduled deposition of the matter"].

We are in receipt of the requisite deposit in the amount of One Hundred Fifty Dollars (\$275.00) pursuant to California Government Code section 68097.2(b) and note that Advisor [name] will appear as directed.

Pursuant to statute, should the full amount of Advisor [name]'s University salary and expenses for trial preparation, travel and testimony be less than \$275.00, you will be refunded the difference; should his/her expenses exceed \$275.00, it will be your obligation to reimburse the University for the difference. (Govt. Code, § 68097.2(c), (d).).

Should you have any questions, please do not hesitate to contact [name of ANR administrator] at [phone number]. Thank you for your attention to these matters and for your anticipated cooperation.

Sincerely,