

**ANR ADMINISTRATIVE HANDBOOK SECTION 460, SUBPOENAS
APPENDIX C
SAMPLE BILLING FOR DEPOSIT BEFORE AN ANR EMPLOYEE'S
APPEARANCE AT TRIAL AND/OR DEPOSITION**

If desired, use if a subpoena for appearance at trial and/or deposition has been received but did not include a deposit of at least \$275.

[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"].

The subpoena is deficient because it was not accompanied by payment of the requisite One Hundred Fifty Dollars (\$275.00) deposit pursuant to California Government Code section 68097.2(b). Remittance of this amount by check payable to "The Regents of the University of California" directly to [name and mailing address of ANR administrator] will be sufficient to correct the deficiency and will not necessitate re-serving Advisor [name]. 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,