



**UNITED STATES DISTRICT COURT  
DISTRICT OF MARYLAND  
OFFICE OF THE CLERK**

Felicia C. Cannon, Clerk of Court  
Jarrett B. Perlow, Chief Deputy  
Elizabeth B. Snowden, Chief Deputy

Reply to Northern Division Address

**This procedure is currently only available for the U.S. Attorney's Office for the District of Maryland.**

**INSTRUCTIONS FOR REQUESTING A CRIMINAL SUBPOENA**

1. Login to CM/ECF. Click **Reports**, then click **Local Reports** from the category **Local Report Options**.
2. Click **Subpoena Request**.
3. Using the plus or minus buttons, adjust the number of subpoenas you would like for each category. After you have selected the number of subpoenas you need, click **Next**. On the next screen, click **Click here to download your requested subpoenas**.
4. You will be prompted to download a zip file. Once downloaded and extracted, you will receive a subpoenas form to complete electronically and distribute as needed.

Please note that in order to comply with the Fed. R. Crim. P. 17 requirement that the clerk issue criminal subpoenas only by request, a new subpoena must be generated from CM/ECF every time a subpoena is needed.

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