

Sample subpoena for DCF Keeper of the Records to bring DCF Records like a 51A & 51B report or other reports to the court. A DCF worker **cannot** bring official DCF records with them to court.

### SUBPOENA TO BRING RECORDS TO COURT

To: Dorothy Jones, Keeper of the records

Of: Department of Children and Families Regional Office

21 Jump Street

Quincy, MA 02122

Call to find out the name and title of the person who is in charge of the records at a business, organization, or agency.

This person may be an office manager, an employee of the records department, an administrative assistant, or the manager.

**You are hereby commanded**, in connection with

Marta Chan, Plaintiff

v.

Jon Davis, Defendant

docket number 21 W 1234,

to bring and deliver to the Office of the Register of Probate at the Probate and Family Court of

Norfolk County located at 35 Shawmut Rd, Canton, MA 02021

on or before the 15th day of September, 2021 at 9 am.

Fill in the date and time of the court.

And further **you are required** to bring with you the following designated records, whether

written or electronically stored: Any and all records, including but not limited to 51A and 51B

reports, assessments, investigations, and interview transcripts regarding the CHAN-DAVIS

family, which includes: Melissa Chan [DOB 09/16/2009] and Manny Chan [05/15/2012].

**You are required** to bring records that are

- a. are true and complete;
- b. are made in the regular course of business
- c. are kept in good faith; and
- d. were made prior to the issuance of this subpoena

Be as specific as you can when you describe the records so the person you are subpoenaing knows exactly what to bring.

**Hereof fail not**, as your failure to comply may deem you in contempt and may subject you to such penalties as the law provides.

Dated at Quincy the 3rd day of July, 2021.

William Brant

Notary Public Name

My Commission Expires:

*William Brant*

Notary Public Signature

**William Brant**  
Notary Public  
COMMONWEALTH OF MASSACHUSETTS  
My Commission Expires:  
May 27, 2027

You fill out this section of the form.

The Notary Public fills out this section of the form

The constable, deputy sheriff, or your friend fills out and signs the "Return of Service".

When they sign the "Return of Service" they swear that they gave the subpoena to the person they serve.

## RETURN OF SERVICE

### Subpoena to Bring Records to Court

I, Ana Pierre, the undersigned, complying with the laws set forth by the Commonwealth of Massachusetts and the Massachusetts Rules of Domestic Procedure, hereby certify that on this 3rd day of July, in the year 2021, I served the attached, attested Subpoena to Bring Records to Court, upon Dorothy Jones by delivering it personally at 21 Jump Street, Quincy, MA 02122 (address) by hand at 2 am pm.

I further certify that I am not a party to the above-entitled action and that I am not less than 18 years of age.

Signed under the penalties of perjury this 3rd day of July, in the year 2021.

Ana Pierre

Signature

Ana Pierre

Print Name

The person in charge of the records at a business, organization, or agency fills out this form. The court calls this person the "Keeper of the Records".

## AFFIDAVIT OF THE KEEPER OF THE RECORDS

I, Dorothy Jones, swear the following is true:

1. I am currently employed as a Director of Records Department  
job title

at Department of Children and Families  
name of business, organization, or agency

located in 21 Jump Street, Quincy, MA 02122  
city, state.

2. I am responsible for keeping the records of Department of Children and Families  
name of business, organization, or agency

3. This Affidavit is made in response to the "Subpoena to Bring Records to Court" served by  
Marta Chan  
name of person who sent you the subpoena.

4. Attached to this affidavit are complete and accurate copies of  
51A report dated March 3, 2020 and 51B report dated May 2020  
\_\_\_\_\_  
\_\_\_\_\_

5. I certify the attached records:  
a. are true and complete;  
b. are kept in the regular course of business;  
c. are kept in good faith; and  
d. were made prior to the issuance of the subpoena.

9/3/2021  
Date

Signed under the penalties of perjury,  
Dorothy Jones  
Signature