

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA

NAME :
Plaintiff, :
 :
v. : CASE NO.: 000000000000
 :
NAME :
Defendant. :
 :

NOTICE TO HEALTH CARE PROVIDER REGARDING REQUEST FOR MEDICAL RECORDS

A COPY OF THIS SUBPOENA DUCES TECUM HAS BEEN PROVIDED TO THE INDIVIDUAL WHOSE HEALTH RECORDS ARE BEING REQUESTED OR HIS COUNSEL. YOU OR THAT INDIVIDUAL HAS THE RIGHT TO FILE A MOTION TO QUASH (OBJECT TO) THE ATTACHED SUBPOENA. IF YOU ELECT TO FILE A MOTION TO QUASH, YOU MUST FILE THE MOTION WITHIN 15 DAYS OF THE DATE OF THIS SUBPOENA.

YOU MUST NOT RESPOND TO THIS SUBPOENA UNTIL YOU HAVE RECEIVED WRITTEN CERTIFICATION FROM THE PARTY ON WHOSE BEHALF THE SUBPOENA WAS ISSUED THAT THE TIME FOR FILING A MOTION TO QUASH HAS ELAPSED AND THAT:

NO MOTION TO QUASH WAS FILED; OR

ANY MOTION TO QUASH HAS BEEN RESOLVED BY THE COURT AND THE DISCLOSURE SOUGHT ARE CONSISTENT WITH SUCH RESOLUTION.

IF YOU RECEIVED NOTICE THAT THE INDIVIDUAL WHOSE HEALTH RECORDS ARE BEING REQUESTED HAS FILED A MOTION TO QUASH THIS SUBPOENA, OR IF YOU FILE A MOTION TO QUASH THIS SUBPOENA, SEND THE HEALTH RECORDS ONLY TO THE CLERK OF THE COURT THAT ISSUED THE SUBPOENA OR IN WHICH THE ACTION IS PENDING USING THE FOLLOWING PROCEDURE:

PLACE THE HEALTH RECORDS IN A SEALED ENVELOPE AND ATTACH TO THE SEALED ENVELOPE A COVER LETTER TO THE CLERK OF COURT WHICH STATES THAT CONFIDENTIAL HEALTH RECORDS ARE

ENCLOSED AND ARE TO BE HELD UNDER SEAL PENDING THE COURT'S RULING ON THE MOTION TO QUASH THE SUBPOENA.

THE SEALED ENVELOPE AND THE COVER LETTER SHALL BE PACED IN AN OUTER ENVELOPE OR PACKAGE FOR TRANSMITTAL TO THE COURT.

(DEFENDANT'S NAME)

By Counsel

(NAME OF LAW FIRM)

(ATTORNEY'S NAME)

Bar #

Counsel for Defendant

Attorney's Address

CERTIFICATE OF SERVICE

I hereby certify that on this (DATE), a true copy of the foregoing Notice to Health Care Provider Regarding Request for Medical Records with attachment was mailed, first class, postage prepaid to:

NAME OF PLAINTIFF'S ATTORNEY

ADDRESS OF PLAINTIFF'S ATTORNEY

(NAME OF DEFENDANT'S ATTORNEY)