



Memorandum of Understanding:
Use of Court Seal and Clerk Signature on Electronically Generated Subpoenas
For Department of Justice Criminal Division Matters

This Memorandum of Understanding (MOU) is entered into by the Clerk of the United States District Court for the District of Columbia (USDC) and the Criminal Division of the Department of Justice (DOJ-CR). The purpose of this MOU is to set forth the understanding and expectations of the USDC Clerk's Office and the DOJ-CR with respect to the issuance of electronically generated subpoenas in connection with matters for which the DOJ-CR is responsible.

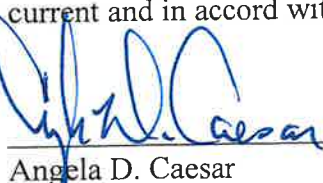
Background: Federal Rule of Criminal Procedure 17 governs the issuance and use of subpoenas in criminal proceedings. It mandates that the Clerk of Court issue blank subpoenas, signed and with court seal, upon request of a party. FED. R. CRIM. P. 17(a).

Authorized Use: Pursuant to this MOU, the DOJ-CR is authorized to generate electronically standard subpoena forms *AO-110 (Subpoena to Testify Before a Grand Jury)*, *AO-89 (Subpoena to Testify at a Hearing or Trial in a Criminal Case)*, *AO-89B (Subpoena to Produce Documents, Information, or Objects in a Criminal Case)*, and *AO-90 (Subpoena to Testify at a Deposition in a Criminal Case)* with an electronically-affixed USDC seal and USDC Clerk signature. Electronic versions of these subpoenas with the electronic USDC seal and USDC Clerk signature will be provided by the Clerk's Office to the DOJ-CR for such use. As with paper subpoena forms, the DOJ-CR is responsible for ensuring appropriate case-specific information is included on any subpoena issued electronically.

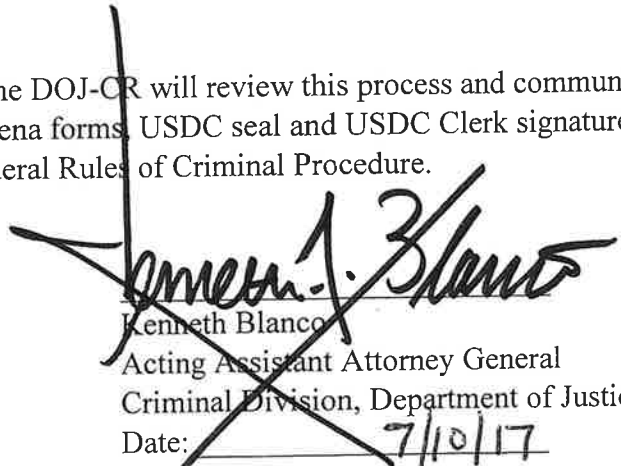
Limitations:

1. Use of the electronic USDC seal and USDC Clerk signature is limited to standard subpoena forms *AO-110*, *AO-89*, *AO-89B*, and *AO-90* generated electronically by the DOJ-CR. The USDC seal and USDC Clerk signature may not be used for any other purposes, affixed to any other documents, or used by any other entities or parties, absent explicit written authorization by the Clerk of Court.
2. All legal requirements relating to the proper use, service and/or scope of subpoenas issued in connection with criminal proceedings, including any provisions requiring court orders, remain in full force and effect.

Periodic review: The USDC Clerk of Court and the DOJ-CR will review this process and communicate as needed in order to ensure that the electronic subpoena forms, USDC seal and USDC Clerk signature remain current and in accord with the mandates of the Federal Rules of Criminal Procedure.


Angela D. Caesar
Clerk of Court

Date: 7/11/17


Kenneth Blanco
Acting Assistant Attorney General
Criminal Division, Department of Justice
Date: 7/10/17