

**SAMPLE LETTER WHEN NO RELEASE ACCOMPANIES SUBPOENA AND
ALL DOCUMENTS ARE BEING RETURNED**

Re: (Client's Name and Birth date)

We are unable to comply with your request for records for the above-named individual until we are in possession of a court order or a release signed by the above-named individual. We are guided by Section 5328 of the California Welfare and Institutions Code, in our response.

Enclosed is the release form used by San Mateo County Mental Health Services Division, should you wish to use it. Upon receipt of a properly executed release, a copying fee of \$0.10/page will be charged per Evidence Code 1563.

I am returning the subpoena and all accompanying documents. Please resubmit to the attention of the undersigned or call me at _____ if you have any questions.

Sincerely,

Enclosures