**<ENTER AGENCY NAME>**

**ENTER AGENCY PICTURE LOGO**

**<ENTER AGENCY ADDRESS>**

**<ENTER CITY, STATE, ZIP CODE>**

 **OFFICE:** **<ENTER NUMBER>**  **CELL:** **<ENTER NUMBER>**

 **FAX:** **<ENTER NUMBER>** **EMAIL:** **<ENTER EMAIL>**

**CASE DESCRIPTION**

Pursuant to the attached court order, please provide all subscriber information and the following requested items of information from **<ENTER START DATE>** to the date and time of the processing of this request **<ENTER ENDING DATE>** regarding **<ENTER CELLULAR PROVIDER AND TELEPHONE NUMBER>**:

**CDR RECORDS REQUEST**

**ORDER TO PRODUCE RECORDS** **FOR: <ENTER CELLULAR PROVIDER>**

**TARGET PHONE NUMBER(S): <ENTER REQUIRED NUMBER>**

* Call Detail Records, with Cell Site Location Data,
* Relevant and detailed surrounding cell site list(s) for the involved data.
* Text Message [Short Message Service (SMS)] Detail Records, with Cell Sites,
* Multimedia Message (MMS) Detail Records, with Cell Sites,
* Email Detail Records, with Cell Sites,
* Packet Data [Internet Protocol (IP)] Detail Records], with Cell Sites,
* Any other communication detail records which may be available.

Please provide the requested information as soon as possible and email the requested information to **<ENTER YOUR EMAIL>**. Also, please provide any instruction or interpretive document available to assist with interpreting the data provided. Please do not delay in providing information if a portion of this request is not available or is pending, providing piecemeal bits of information as available.

**ALSO,** please advise me of any **FEE(S)** that will be accrued for providing the requested assistance, **PRIOR**, to doing so in order for approval to be obtained.