**COVER LETTER FOR SEARCH WARRANT WITH INSTRUCTIONS**

[DATE]

Custodian of Records

RE: IN RE SEARCH OF [ LOCATIONS TO BE SEARCHED]

Dear ,

You have been served with the attached search warrant as part of a criminal investigation conducted by the [LAW ENFORCEMENT AGENCY] which requires the production of the described records.

[IF APPROPRIATE AND FOR FOREIGN PROVIDERS ONLY: Pursuant to California Penal Code section 1524.2(b)(1), you have five business days within which to respond to this warrant. If you believe you have good cause as to why it should take longer than five business days to prepare the required material, please contact me to seek an extension of the deadline from the court.]

You may comply with the search warrant, without the future necessity of appearing in court, if you follow the instructions set forth below. Strict compliance with these instructions is necessary in order to make the produced records admissible in court and avoid the necessity of a personal appearance by your custodian of records or other qualified witness:

1. Produce a copy of the records described in the search warrant;

2. Complete the "Declaration of Custodian of Records" form which is included with this

letter. Be sure that the appropriate boxes are checked and that the CITY, DATE, and

SIGNATURE lines are completed at the bottom of the form;

3. Deliver a copy of the records and the ORIGINAL of the "Declaration of Custodian of

Records" form to [LAW ENFORCEMENT AGENCY] :

We genuinely appreciate your cooperation in providing the requested records. If you have any questions regarding the search warrant or how to comply, please contact me at (123) 456-7890.

Sincerely,

**DECLARATION OF CUSTODIAN:** “I, (print your name) , declare I am a duly authorized custodian of the records described below and I have the authority to certify those records. In that capacity, I certify that the documents described herewith are true copies of the records requested pursuant to the search warrant. The originals of these records were prepared in the ordinary course of business by or at the direction of personnel of (print name of your business) at or near the time of the act, condition, or event recorded therein. I am familiar with such documents from my employment with the named business and certify that these business records are relied upon in the conduct of said business as accurate representations of the information contained therein.

The records are specifically identified as:

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The records were prepared in the following manner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed at (city)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, California, on (date) , 2016 \_\_.”

(your signature)