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\_\_\_\_\_) )  
\_\_\_\_\_) )  
VS \_\_\_\_\_) )  
\_\_\_\_\_) )  
\_\_\_\_\_) )  
Defendant \_\_\_\_\_) )  
\_\_\_\_\_)

**SUBPOENA  
REQUEST FORM**

Docket No.: \_\_\_\_\_

Court Date: \_\_\_\_\_

Requested by: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number \_\_\_\_\_

Date of Request : \_\_\_\_\_

Contact Preference: \_\_\_\_\_

Witness Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Bring the items listed to Court: \_\_\_\_\_

Witness Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Bring the items listed to Court: \_\_\_\_\_

Witness Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Bring the items listed to Court: \_\_\_\_\_

Witness Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Bring the items listed to Court: \_\_\_\_\_

## **SUBPOENA GUIDELINE SHEET**

The Subpoena Request Form must be filled out completely.

If the request is being made for the witness to bring any items to the Court with them, these items must be listed in writing on the Subpoena Request Form.

The Subpoena Request Form must be submitted to the Court at least 2 weeks prior to the scheduled court date. It could take up to 5 business days to process the subpoena request.

When the subpoena is ready the Court representative will either call to let the requestor know they are ready for pick-up or will mail them out to the requestor depending on what has been requested.

The person requesting the subpoena(s) is responsible for having the subpoena(s) served.

Subpoenas can be served by a licensed process server **OR** by someone over the age of 18 who is not a party to the action or case.

The original subpoena is to be served on the witness(s).

When the subpoena is served, the witness must sign the bottom of the requestor's copy. The requestor must have this signed copy available at the time of the court event.

The person requesting the subpoena(s) should make a copy of the subpoena for their records.