

## **INSTRUCTIONS FOR COMPLETING AND SERVING A SUBPOENA OR SUBPOENA DUCES TECUM**

A Subpoena is a process that directs a witness to appear and give evidence in a court proceeding. A Subpoena Duces Tecum is a subpoena that requires the person served to not only testify but also produce specified documents or other physical evidence.

Step 1. Enter your information in the top left corner.

Step 2. Enter the judge's name in the caption.

Step 3. Enter the names of the Plaintiff(s) and Defendant(s) on the designated lines.

Step 4. Enter your case number on the lines after "CASE NO:"

Step 5. Enter the name of the witness you are serving on the line after "TO:"

Step 6. Enter the date and time of the hearing they are to appear for in the spaces provided.

Step 7. If you are completing a subpoena duces tecum, list the documents or evidence that the witness is to bring with them.

Step 8. Make three (3) copies. You must provide the clerk with enough copies. If the clerk has to make copies for you, you will be charged a copy fee. File the original and three (3) copies with the Justice Court Civil Clerk. The clerk will present the subpoena to the judge and will call you when the paperwork is ready to be picked up. You will get the original subpoena and one copy back to provide to the Civil Sheriff or process server and you will get a copy for your records.

***ANYONE WHO REQUIRES AN AUXILIARY AID OR SERVICE FOR EFFECTIVE COMMUNICATION, OR A MODIFICATION OF POLICIES OR PROCEDURES TO PARTICIPATE IN A COUNTY PROGRAM, SERVICE OR ACTIVITY, SHOULD CONTACT JUSTICE COURT AT 258-3470, AS SOON AS POSSIBLE, BUT NO LATER THAN 48 HOURS BEFORE THE SCHEDULED EVENT***