

\_\_\_\_\_  
Plaintiff

Case No: \_\_\_\_\_

vs.

\_\_\_\_\_  
Defendant

### Subpoena with Precipe

Clerk: Issue this subpoena for a trial/hearing. Serve by  ordinary mail  personal  residence service.

Signature \_\_\_\_\_

Street: \_\_\_\_\_

No Attorney  Attorney for Plaintiff  Attorney for Defendant

City, State Zip: \_\_\_\_\_

Print Name \_\_\_\_\_

Phone: \_\_\_\_\_ SupCt.#: \_\_\_\_\_

PERSON REQUESTING WITNESS TO APPEAR

IF YOU FAIL TO APPEAR AT THE TIME AND PLACE INDICATED YOU MAY BE CONSIDERED IN CONTEMPT OF COURT.

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**You are hereby commanded to appear and give testimony as below shown.**

Where: Delaware Municipal Court, 70 North Union Street, Delaware, Ohio 43015.

When: \_\_\_\_\_ On request of  Plaintiff  Defendant, you must appear and remain until excused by the Court. Bring this subpoena with you. You are also required to produce, permit inspection and copying, testing or sampling, the following documents or things, if listed, in your possession, custody, or under your control:

\_\_\_\_\_

**BRING THIS SUBPOENA WITH YOU TO THE COURTROOM AND PRESENT IT TO THE BAILIFF. DIRECT ANY QUESTIONS TO THE PERSON REQUESTING YOU TO APPEAR.**

Served by certified mail issued this date.  Served by ordinary mail issued this date.

To the Sheriff / Bailiff: Serve this subpoena forthwith and make prompt return.

WITNESS my hand and seal of this court on \_\_\_\_\_ . Witness fees are not enclosed.

**CINDY DINOVO, CLERK**, by \_\_\_\_\_ Deputy Clerk

WITNESS SIGNATURE \_\_\_\_\_

CHECK NUMBER: \_\_\_\_\_

#### Return of Service (for personal service only) [Criminal Rule 17]

- 1. I could not locate witness and return this subpoena unserved.
- 2. I served this subpoena on \_\_\_\_\_, 20\_\_\_\_. by  delivering copy to the witness  leaving copy at residence of witness  reading it to witness in person  \_\_\_\_\_
- 3. Witness fee:  fee shown tendered to witness  fee shown returned herewith. [Fee must be tendered in advance only if witness resides outside of Delaware County. This section, not applicable unless Clerk sent fee with subpoena.]
- 4. Fees: Service & Return \$ \_\_\_\_\_ No. Miles \_\_\_\_\_ \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

X \_\_\_\_\_

Print name

Dept.

#### Subpoena with Precipe

WITNESS COPY

REQUESTOR'S COPY

COURT COPY