

IN THE _____ COURT OF _____ COUNTY
STATE OF _____

_____)	
)	
)	
Petitioner/Plaintiff,)	
)	
Vs.)	NO. _____
)	
_____)	
Respondent/Defendant)	
)	

CIVIL SUBPOENA

To any Lawful Officer or Other Persons Authorized to Serve Subpoenas in _____
County, _____:

WE COMMAND YOU TO SUMMON: _____
to be and personally appear at the trial of this civil action at the Circuit Courthouse in the City of
_____, _____ on the ____ day of _____, 20____ at ____:00 o'clock
____.m. before Honorable _____, to give evidence in the above-styled and
numbered cause on the part of the Defendants. Herein you shall not fail under penalty in such
case provided and have there and then this writ.

Witness my signature and seal of office this the ____ day of _____, 20____.

_____, Clerk

_____ County Circuit Court

Issued at the Request of:

RETURN

I, _____, a duly-authorized process server, do hereby certify that I have this day personally served a true and correct copy of the above and foregoing Civil Subpoena on _____ and have tendered a check at \$_____ per day to the witness for one (1) day's attendance plus the mileage at \$ ____/mile which is required by law for travel to and from his home to the Courthouse, by personally delivering a copy of same to him within the geographical limits of _____ County, _____.

By: _____

Dated: _____