

YAVAPAI COUNTY
Self-Service Center

INSTRUCTIONS: HOW TO COMPLETE THE SUBPOENA

- A subpoena is a legal order summoning a witness to testify or submit evidence.
- A subpoena *duces tecum* is a legal order requiring:
 1. the production of documents, records or objects, or
 2. making documents, records or objects, or a physical location available for inspection.

(This packet may be used for either or both types of subpoena.)

TO COMPLETE THIS FORM YOU WILL NEED:

- ✓ Your case number.
- ✓ The name and address of the person you want to appear as a witness in court or at a deposition, or who is in charge of the documents, records, or place you want to examine (who is NOT a party to the case).

INSTRUCTIONS:

- **PRINT CLEARLY. USE BLACK INK.** If you have access to the Internet and a printer, you may also fill out the subpoena form for free online at the Self-Service Center's web site at <http://courts.yavapai.us/selfservicecenter> to print out a more legible typed copy.
- Fill in the information requested at top left for the person who is **sending** the subpoena. If there is a current court order declaring your address is protected, write "protected" on the line provided for your address. Make sure the Clerk of Court has valid contact information on file.)
- Fill in the "case caption" where it says "**In the Matter of**" and "**Case Number**" exactly as it appears on your original court papers.
- Fill in the name and address of the person (or company, organization, etc.) to receive the subpoena.
- Check one or more of the boxes for sections "1", "2", and/or "3" to indicate whether the subpoena is being sent:
 1. To order someone to appear to testify at a court trial or hearing.
 2. To order someone to appear for a *deposition* at an attorney's office (or other location) to answer questions or give testimony that will be recorded for possible use at trial, **and/or**
 3. As a **subpoena duces tecum** to order someone to produce or allow inspection of documents, objects, or of a specified location.
- **Fill in the information requested for each section you indicated.** Then refer to the "**Procedures**" document in this packet for information getting the subpoena, including the "Your Duties in Responding" section, delivered or "served" as required by law.