

YAVAPAI COUNTY
Self-Service Center

**HOW TO OBTAIN AND SERVE A SUBPOENA OR
SUBPOENA DUCES TECUM**

CHECKLIST

You may use the forms and instructions in this packet if . . .

- ✓ You want a legal order summoning a witness to testify or submit evidence, or
- ✓ You want a legal order for someone to produce or make documents, records or objects, *or* a physical location available for your inspection, AND
- ✓ You have already filed and have a case open in the Superior Court, OR
- ✓ You have already registered a foreign (out of state) case with the Yavapai County Clerk of the Court, AND
- ✓ The person (or company or organization, etc.) to whom the subpoena is to be given is NOT a party to the case, AND
- ✓ The person (or company or organization, etc.) to whom the subpoena is to be given will be served within the state of Arizona.

WARNING: There are additional requirements for requesting **MEDICAL RECORDS** by subpoena. Those requirements and additional forms that may be needed for that purpose are **NOT** included in this packet. Refer to Arizona Revised Statutes (online at www.azleg.gov) **§ 12-2294.01** or consult an attorney for additional information.

READ ME: Consulting a lawyer before filing documents with the court may help prevent unexpected results.