

YAVAPAI COUNTY  
Self-Service Center

## SUBPOENA

This packet contains court forms and instructions to file a subpoena. Items in **BOLD** are forms that you will need to file with the Court. Non-bold items are instructions or procedures. Do not copy or file those pages!

| <b>Form #</b> | <b>Description</b>   | <b># of Pages</b> |
|---------------|--|-------------------|
| GNS1k         | Checklist: <i>You may use these forms if . . .</i> . . . . .   | 1                 |
| GNS1t         | Table of forms and instructions (this page) . . . . .  | 1                 |
| GNS12p        | Procedures: How to Obtain and Serve a <b>“Subpoena”</b> . . . . .  | 2                 |
| GNS12i        | Instructions: How to Fill Out the <b>“Subpoena”</b> . . . . .  | 1                 |
| GNS12f        | <b>“Subpoena”</b> . . . . .  | 5                 |
| GNS12h        | Costs to Person Sending Subpoena . . . . .   | 1                 |
| GNS28f        | <b>“Affidavit of Service”</b> (only needed if served by person other . . . . .<br>than sheriff or licensed process server) | 1                 |

You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify on a regular basis that you have the most current documents.