

SUBPOENA
COMMON PLEAS COURT

STATE OF OHIO, COUNTY OF PORTAGE

CASE NO. _____

Plaintiff

SUBPOENA

-v-

Issued by:

Defendant

Attorney

TO: _____

Phone: _____

YOU ARE BY THIS WRIT COMMANDED

*To appear before the COMMON PLEAS COURT, COURTHOUSE, 203 W. MAIN ST.,
RAVENNA, OHIO, to testify in captioned case:

DATE _____, 20____ COURTROOM _____
TIME _____ o'clock _____ M.

*You are required to remain there in attendance until dismissed by the Court.

*You are to report to the office of Clerk of Courts each day.

*Your attendance has been required by the: _____.

*You are to bring with you the following items:

*Failure to appear at the time and place stated herein and/or failure to produce the articles
specified herein may be deemed a contempt of court.

JILL FANKHAUSER, CLERK OF COURTS
PORTAGE COUNTY COMMON PLEAS COURT
BY _____

Seal

Deputy Clerk

On _____, 20____, I
received this subpoena. On
_____, 20____, I
served _____
with a copy hercof by:
____ delivered copy to him/her
____ leaving it at his/her place
of residence
____ by reading it to him/her
Fees for one day's attendance
and mileage allowed by law
were tendered upon request.
(Server) _____
(Title) _____

RETLRN

FEES	
Fees-Service and	
return- \$	_____
Mileage:	
____ miles at	
____/Mi \$	_____
	\$ _____
TOTAL \$	_____

On _____, 20____,
I received this subpoena. I
attempted to serve this subpoena
but was unable to for the
reason that _____

(Server) _____
(Title) _____

White: Return of Service
White: To Clerk

Canary: Issuer's copy
Pink: Witness copy