

**IN THE COMMON PLEAS COURT  
PORTAGE COUNTY JUVENILE COURT  
JUDGE PATRICIA J. SMITH**

**SUBPOENA INSTRUCTIONS**

[See Juv. R. 17]

**Service by Clerk** If the Clerk is to serve a subpoena on behalf of an attorney, pro se litigant, or other Person, then the Person requesting service of the subpoena shall complete and present to the Clerk:

1. PC Form “Subpoena”
2. PC Form “Request for Service of Subpoena”
3. Three copies of “Subpoena”

**Service by Attorney**

If an attorney of record serves a subpoena, then that attorney shall use PC Form “Subpoena,” and shall fully comply with Juv. R. 17, including filing a return of the subpoena with the Clerk. If that attorney modifies PC Form “Subpoena” in any manner, then that attorney shall give prompt written notice of the modification to the Clerk and all parties.

**Warning - Any person who knowingly issues an unlawful subpoena, or otherwise uses a sham legal process, may be subject to criminal and civil penalties pursuant to R.C. 2921.52.**