<center>**SUBPOENA INFORMATION SHEET**</center>

The information on this sheet is for the purpose of providing basic references regarding the signing and service of subpoenas. This sheet is not a substitute for legal advice and if you have any questions, you will need to contact a lawyer, or check the appropriate statutes and rules which may be found on line or at a law library. Court staff cannot provide legal advice on how to prepare or serve a subpoena.

Subpoenas for witnesses for Civil Traffic Hearings, Code Enforcement Hearings, Criminal Trials, Order of Protection Hearings, or Injunction against Harassment Hearings:

1. Obtain a subpoena form from the Court's website or request a hardcopy from a court services specialist. Complete the information as requested.
2. Bring the form to the Court to have the Judge sign it at least two weeks before the trial date. Do not call the court to check on the status. Subpoenas will be signed and ready for pick up within two working days from the day it was dropped off. You will need to return to Court to pick up the signed subpoenas after that time period.
3. Serve the Subpoena

Service of Subpoenas Arizona Revised Statute 13-4072

You may serve a witness by anyone of the following methods:
1. **Personal Service**: A witness may be served by any person who is not less than 18 years of age. The party causing the subpoena to be served must comply with requirements of ARS 13-4072 C, D or E by providing a Certificate of Service as described in those sections stating when, where, how and to whom the subpoena was served and files the writing with the Court. A party is responsible for payment of all fees charged by the person serving the subpoena.
2. **Certified Mail**: For delivery to the addressee only, return receipt required. The sender must attach to the Certificate of Service a mailing receipt or electronic verification that the subpoena was delivered to the addressee or that a delivery attempt was made.
3. **First Class mail**: If the addressee is provided with a certificate of service and return card and the certificate of service and return card are returned by the addressee.

Witnesses should be served in a reasonable amount of time to ensure their attendance.

Subpoena Duces Tecum
This box on the subpoena form can be checked when a person is seeking to review documents/records or have those documents/records brought to court as potential evidence in a trial. Please note that for civil traffic hearings, you may only request this type of a subpoena for the production of records or documents for the actual trial date, absent extraordinary circumstances.

_____ Plaintiff vs. _____ Defendant *(First MI Last)*	Case No. _____	**SUBPOENA** **SUBPOENA DUCES TECUM** ☐

THE STATE OF ARIZONA TO: _____

(Name and Address of Witness)   _____

_____

DOCUMENTS REQUESTED (Subpoena Duces Tecum)**:**

_____

_____

YOU ARE HEREBY ORDERED to appear at the Tempe Municipal Court, 140 East Fifth Street, Suite 200, Tempe, Arizona 85281 on:

Date:	Time: a.m. / p.m.

and to remain until excused by the judge conducting the proceeding.

PLEASE CHECK-IN AT THE FRONT COUNTER BEFORE ENTERING THE COURTROOM

IF YOU FAIL TO APPEAR, YOU MAY BE REQUIRED TO APPEAR AT A HEARING TO DETERMINE WHETHER YOU WILL BE HELD IN CONTEMPT OF COURT.

Given under my hand on _____, 20_____,

_____
Judicial Officer
Tempe Municipal Court

> **Request for reasonable accommodation for persons with disabilities must be made to the Court at least three (3) working days in advance of a scheduled court proceeding.**

CERTIFICATE OF SERVICE

The undersigned swears or affirms that he/she is qualified to serve this subpoena and did so serve the subpoena by delivering a copy to the person addressed therein as follows:

Date Received: _____   Date Served: _____   Time Served: _____

Name of Person Served: _____

Manner of Service: _____   Address of Service: _____

I certify under penalty of perjury that I served this subpoena and that I am not less than18 years of age.

_____
Signature of Person Serving Subpoena