

INSTRUCTIONS TO COMPLETE SUBPOENA FORM

1. Fill in case caption (County where the case is filed, Plaintiff's name, Defendant's name, and case number). This information is on all of the paperwork that is filed in your case.
2. In the "To" section, fill in the information for the person who you want to appear at the hearing on your behalf (they will be known as the "witness"). This includes their name and street address (including city, state, and ZIP code).
3. Fill in the County name where the case is filed. Use the following courthouse addresses for the specific County where your case is filed:

Dickinson: 109 East 1st Street, 2nd Floor (Abilene is the city of the County seat)
Geary: 138 East 8th Street (Junction City is the city of the County seat)
Marion: 200 South 3rd Street, 2nd Floor (Marion is the city of the County seat)
Morris: 501 West Main Street (Council Grove is the city of the County seat)
4. Fill in the date of the hearing (date, month, and year). Fill in the time of the hearing and circle either AM or PM.
5. Circle whether you are the Plaintiff or the Defendant, as that is who the witness will be testifying on behalf of.
6. If you want the witness to bring certain documents or items with them when they testify on your behalf, please list those on the three lines provided.
7. The Subpoena must be signed by the Clerk or a Deputy Clerk before it can be served by the Sheriff's Office to the witness.
8. Fill out the information on the second page (signature, printed name, address, phone number, and e-mail address).
9. If this is a criminal (CR), traffic (TR), or juvenile (JV or JC) case, you will not need to pay the \$15 fee for the Sheriff's Office to serve the subpoena on the witness. Any other type of case will require that fee. Checks should be made payable to the Sheriff's Office for the County where the witness resides.
10. You may also be required to pay a \$10 witness fee and round-trip mileage at the required rate if the witness does not live within the city limits of the County seat. This does NOT apply if it's a criminal (CR), traffic (TR), or juvenile (JV or JC) case.
11. You must provide the original and one copy of the subpoena to the Clerk's Office to sign and issue to the Sheriff's Office for service. (Provide one more copy if you want one for you.)
12. The Clerk's Office will either e-mail or mail you a copy of the Sheriff's Return that will indicate whether or not the witness was served with the subpoena.

**IN THE 8TH JUDICIAL DISTRICT
DISTRICT COURT OF
_____ COUNTY, KANSAS**

_____, Plaintiff

vs.

Case No. _____

_____, Defendant

SUBPOENA

To: _____
[Name of Person/Witness]

[Street Address]

[City, State and ZIP Code]

You are commanded to appear before the District Court of _____ County, Kansas,
[Name of County]

at the _____ County Courthouse at _____,
[Name of County] [Street Address of Courthouse]

in _____, Kansas, on the _____ day of _____,
[City of the County Seat] [Date] [Month]

20____, at _____ **AM** or **PM** to testify on behalf of the **PLAINTIFF** or **DEFENDANT**
[Year] [Time] [circle one] [circle one]

in the above entitled action.

Bring with you the following: _____

DATED: _____ BY: _____

Deputy/Clerk of the District Court

Submitted by:

Signature

Printed Name

Street or Mailing Address

City, State and ZIP Code

Telephone Number

E-mail Address

This section to be completed by Sheriff's Office to document type of service on the witness.

RETURN ON SERVICE OF SUBPOENA

I hereby certify that I have served this subpoena:

(1) Personal service. By delivering the subpoena to the witness on the date indicated:

(Name of witness)

(Date)

(2) Residence service. By leaving a copy of the subpoena at the usual place of residence of the witness on the date indicated:

(Name of witness)

(Date)

(3) No service. The witness was not found in this county:

(Name of witness)

Dated: _____.

(Signature and Title of Sheriff's Officer)