

DISTRIBUTION
White - Sheriff's Return
Canary - Serve
Pink - Attorney
Gold - Clerk's

JEFFERSON COUNTY COMMON PLEAS COURT

Courthouse, Steubenville, Ohio 43952

Case No. _____

vs

PRECIPE FOR SUBPOENA

CIVIL/CRIMINAL
DUCES TECUM
GRAND JURY

To the Sheriff of _____ County, Ohio, Greetings:

YOU ARE HEREBY COMMANDED TO SUBPOENA THE FOLLOWING NAMED PERSON, to-wit:

SUBPOENA

TO: _____
(Name) (Address)

You are ordered to appear before the Court of Common Pleas of Jefferson County, Steubenville, Ohio, on the _____ day of _____, A.D. 20 _____, at _____ o'clock A.M., to testify as a witness in the above entitled action on behalf of the _____ Plaintiff/Defendant

YOU ARE FURTHER ORDERED TO BRING WITH YOU:

You may be held in contempt of Court for failure to appear. Present this subpoena to the Clerk of Courts' office after appearing. See the back of this form for your rights and duties under subpoena.

Witness fee of \$ _____ paid by _____ attached.

Signature Attorney for (Defendant-Plaintiff) Address

Contact the above signed Attorney/party if you have any questions or objections at () _____ (phone #)

\$ _____ DEPOSIT FOR SERVICE OF THIS WRIT

RETURN ON SERVICE

On the _____ day of _____

20 _____, I (served/was unable to serve) the above named individual by _____

Dated _____, 20 _____

Sheriff of _____ County

By _____

Service fees:

Service and Return \$ _____

Mileage _____

Misc. Fee _____

TOTAL \$ _____

WITNESS my hand and Seal of said Court
this _____ day of _____, 20 _____

ANDREW D. PLESICH,
Clerk of the Courts
Jefferson County, Ohio

By _____
Deputy Clerk

**P.O. Box 1326
Steubenville, Ohio 43952**