

SUBPOENA REQUEST

MUST BE SUBMITTED ON THIS FORM ONLY

(Please Print)

JV# _____ MD# _____
DP# _____ SA# _____
CR# _____

DEFENDANT _____

REQUESTED BY: _____

ADDRESS: _____

PHONE NUMBER: _____

“Is the Witness a Minor” [] Yes [] No

“Requests from an Attorney” [] Private [] Court Appointed

TYPE OF HEARING: _____

COURTROOM # _____ DATE: _____ TIME: _____

INDIVIDUAL(S) TO BE SUBPOENAED ARE AS FOLLOWS:

Name _____

Address _____

City, State, Zip _____

[] Duces Tecum: _____

- Please submit an attachment if there are additional names with addresses
- For a Juvenile Dependency Subpoena, you must supply a separate request for each minor.
- **NOTICE:** “If a witness is a minor, the witness’s guardian shall be: notified that the minor has been subpoenaed; and provided with a copy of the subpoena

Exception. Upon prior Court approval and good cause shown, a subpoena may be served upon a minor without such notification to the guardian. If and when necessary, request for such prior court approval maybe obtained *ex parte.*”

(PA Rules of Procedure)

Please FAX this Form to Clerk of Courts (724) 284-5244

*Subpoena fee is \$6.00 per subpoena

*Whoever is requesting is responsible for picking up subpoena(s) unless otherwise noted