

# **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