

[COURT NAME]

[Court Address]

[City, State ZIP]

Phone: [Court Phone Number]

OFFICIAL COURT SUBPOENA FOR LAY WITNESS

[Case Number: _____]

Plaintiff:

Defendant:

Case Title:

TO:

[Full Name of Witness]

[Address]

YOU ARE HEREBY COMMANDED to appear in the above-named court at the following date, time, and place, to testify as a LAY WITNESS in the matter described above, and to remain until excused by the court. Failure to comply with this subpoena may subject you to penalties by law.

Courtroom/Dept.:

Date:

Time:

Address:

Issued on: _____

Issuing Officer/Clerk (Print Name)

Signature

Title

Note to Witness: If you have questions regarding this subpoena or require accommodations, please contact the court at the number listed above.