

DISTRICT COURT OF NASSAU COUNTY
PART

APPLICATION

FOR

SUBPOENA

(Small Claims and Commercial
Claims Only)

INDEX NO. _____
COURT DATE _____

_____ , Plaintiff against _____ , Defendant

I, _____, Plaintiff / Defendant (cross out one), hereby request that the clerk issue a witness subpoena for:

Individual's name and title: _____

If business, include an individual name and title who may accept service of subpoena: _____

Full Address: _____

If you are requesting that the witness produce documents, list them below specifically (i.e., bill of sale, invoice, etc., date and description) as an overly broad request will not be prepared.

Documents to be produced:

Please state briefly your reasons for requesting this subpoena:

Applicants signature

Telephone number

*** In some cases the person you desire to have as a witness will come willingly to court. Under those circumstances, simply tell the person when and where you want him to appear (an expert witness may not be compelled to testify by subpoena). The subpoena with instructions for its service will be mailed to you.