

**APPLICATION  
FOR  
SUBPOENA**

(Small Claims and Commercial Claims Only)

\_\_\_\_\_  
\_\_\_\_\_,  
Plaintiff(s)  
- against -  
\_\_\_\_\_,  
Defendant(s)  
\_\_\_\_\_

Index No. \_\_\_\_\_

Court Date: \_\_\_\_\_

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

Individual's name and title:

\_\_\_\_\_  
\_\_\_\_\_

If a business, include an individual's 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 your reasons for requesting this subpoena:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant's 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.