

SERVICE OF SUBPOENAS

The following information is provided to assist you with the service of subpoenas

*You will receive both an original subpoena and a copy, the original subpoena bears the Court seal. **The original** must be served upon the person named in the subpoena.

*The affidavit of service must be completed **by the person who serves the subpoena.** Please note, the subpoena can be served by a private process server or any person, who is not a party, and over the age of 18.

*You must pay the person named in the subpoena a \$15.00 witness fee and \$.23 as travel expenses for each mile to the Court from the place where he or she was served, and return. However, no travel fee is allowed where the travel is wholly within the City of Albany.

*After the subpoena has been served, the affidavit of service must be completed, notarized and filed with the Court **at least 24 hours prior to the court date.**

*Should you have any questions regarding any of the above instructions, one of the City Court Clerks will be happy to assist you.