

State of New York
County of _____
City of _____

**APPLICATION
FOR SUBPOENA**

(Please Print or Type)

Plaintiff(s)
-against-

Index # _____
Court Date: _____

Defendant(s)

I, _____, Plaintiff Defendant, 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). An overly broad request will not be prepared.
Documents to be produced:

Please state your reasons for requesting this subpoena:

(Applicant's Signature)

(Applicant's 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/her to appear. An Expert Witness
may not be compelled to testify by subpoena.

This form must be submitted to the Court for issuance of the subpoena. A witness fee of \$15.00 must
be paid at time of service plus a mileage fee of \$.23 per mile to/from court.