

APPLICATION FOR SUBPOENA
(Complete this form in ink and type or print all information)

CASE NAME: _____

DOCKET NUMBER: _____

DATE HEARING SCHEDULED: _____

PERSON REQUESTING SUBPOENA: _____

ADDRESS: _____

PHONE NUMBER: _____

PERSON TO BE SUBPOENAED: _____

ADDRESS: _____

IS THIS PERSON NEEDED:

TO TESTIFY AT TRIAL? YES _____ NO _____

TO BRING RECORDS/PAPERWORK/FILES ? YES _____ NO _____

SPECIFY REASONS: _____

DATE OF REQUEST: _____ SIGNATURE: _____

You must also complete the attached SUBPOENA and submit with this application. Be sure to print legibly in ink or type.

If the Court grants your request for subpoena, **you** are responsible for arranging timely service of the subpoena.

REQUEST: DENIED _____ GRANTED: _____

JUDGE: _____

DATED: _____

STATE OF NEW YORK : COUNTY OF _____

CITY OF _____ : CITY COURT

IN THE MATTER OF:

PLAINTIFF / PETITIONER

vs.

DOCKET NUMBER: _____

() CIVIL SUBPOENA

() CRIMINAL SUBPOENA

() SUBPOENA DUCES TECUM

DEFENDANT / RESPONDENT

TO: _____

YOU ARE HEREBY COMMANDED THAT, ALL BUSINESS AND EXCUSES BEING LAID ASIDE,

() TO APPEAR BEFORE THE CITY COURT JUDGE OF THE CITY OF _____ LOCATED AT _____ ON _____ AT _____ TO TESTIFY AND GIVE EVIDENCE IN THE ACTION OR PROCEEDING THERE PENDING AND BRING WITH YOU AND PRODUCE AT THE TIME AND PLACE AFORESAID, THE FOLLOWING:

() SUBPOENA DUCES TECUM: TO PRODUCE AT THE _____ CITY COURT LOCATED AT _____ ON OR BEFORE _____ AT _____ THE FOLLOWING RECORDS; NO PERSONAL APPEARANCE NECESSARY:

FAILURE TO COMPLY WITH THIS SUBPOENA SHALL DEEM YOU GUILTY OF CONTEMPT OF COURT.

DATED:

CLERK OF THE COURT

CITY COURT JUDGE