

INSTRUCTIONS FOR ISSUING A SUBPOENA (See Title 8 O.C. Chapter 803.24)

1. Provide the Clerk with the name and address of the **witness** you wish to subpoena.
 - a. An attorney, admitted to practice in the Oneida Judiciary, may also issue and sign a subpoena as an officer of the Court.
2. The Clerk will issue you a subpoena.
 - a. Confirm that all the information has been completed on the subpoena.
3. Serve the subpoena on the **witness** (and other parties, if required by section 3.a.i. of these instructions).
 - a. Serving a subpoena requires delivering a copy to the named person. Service may be made by any person who is at least 18 years old, including a law enforcement officer, and not a party to the case. **You may not deliver the subpoena yourself!**
 - i. **If the subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, then a copy of the subpoena shall also be served on the other party or parties to the case.**
 - b. The person serving the subpoena must complete an Affidavit of Service which is included in this packet. The Affidavit of Service must be filed with the Clerk's office after service upon the witness (and other parties, if required).
 - i. The witness (and other parties, if required) may waive service by completing an Admission of Service, which is also included in this packet.
 1. **BE SURE THE WITNESS (AND OTHER PARTIES, IF REQUIRED) SIGNS THE ADMISSION OF SERVICE IN FRONT OF A NOTARY PUBLIC SO THAT THE SIGNATURE IS NOTARIZED.**

If you have any questions about this subpoena or if you require reasonable accommodations due to a disability or language barrier to participate in the court process, please call (920) 496-7200 prior to the scheduled court date. Please note that the court does not provide transportation or financial assistance.

ONEIDA TRIAL COURT

_____,
Petitioner(s)

v.

Case No: _____

_____,
Respondent(s)

SUBPOENA

TO: _____

**THE ABOVE-NAMED PERSON IS COMMANDED TO DO THE FOLLOWING
ON BEHALF OF [PARTIES NAME(S)]:** _____

- Attend and testify.
- Produce designated documents, electronically stored information, or tangible things in that person's possession, custody, or control. Specifically: _____

- Permit the inspection of the following premises: _____

At the following location, date, and time:

LOCATION: Oneida Judiciary
2630 W. Mason St.
Green Bay, WI 54303

DATE: _____

TIME: _____

This subpoena is issued for:

- Attendance at court.
- Attendance at a deposition; recording method: _____.
- Production or inspection.

Dated this _____ day of _____, 20____.

CLERK OF COURT or ISSUING ATTORNEY

**The completed subpoena must be served on the named person by personal service. Proof of service
MUST be filed with the Clerk of Court.**

AFFIDAVIT OF SERVICE

Case No. _____

Petitioner

and

Respondent

I, _____, swear that on _____, I personally
served a Subpoena on the following person: Date

_____.

Date:

Time:

Location:

To the best of my knowledge, _____, is present in
the community and is not a member of the armed forces.

I swear the foregoing is true and correct.

Dated this _____ day of _____, 20_____.

Signature of Person serving other party

PLEASE NOTE: Only use this form if you are having the other person personally served. If you are serving the other person by certified mail, give the return receipt (green card) to the Clerk of Court.

ONEIDA TRIAL COURT

_____,
Petitioner(s)

v.

Case No: _____

_____,
Respondent(s)

ADMISSION OF SERVICE

I have voluntarily received a copy of the subpoena.

I understand that when a party files an admission of service, proof of service as otherwise required by law shall not be required and the law shall apply as if the document had been served at the time of filing the admission of service.

The challenge of a subpoena is governed by Title 8 O.C. Chapter 803.24-3.

Dated this _____ day of _____, 20____.

Signature

Name Printed or Typed

Date

State of _____

County of _____

Subscribed and sworn to before me on _____

Notary Public/Court Official

Name Printed or Typed

My commission/term expires: _____