



LUCY SPALENKA

COURT CLERK

Integrity · Respect · Teamwork · Pride · Innovation · Diversity

222 GRAND VALLEY WAY ▪ PARACHUTE, CO 81635 ▪ (970) 285-7630

SUBPOENA REQUEST AND SERVING OF SUBPOENAS

1. FILE A WRITTEN LIST OF NAMES AND ADDRESSES OF THE PEOPLE THAT YOU WANT SUBPOENAED AT THE COURT CLERK'S OFFICE
2. THE CLERK WILL FILL OUT THE SUBPOENAS
3. THE ORIGINAL SUBPOENA AND A COPY WILL BE GIVEN TO YOU
4. HAVE A PERSON OVER THE AGE OF 18 YEARS OLD, AND NOT RELATED TO YOU OR THE CASE, SERVE THE SUBPOENA
5. THE PERSON SERVING THE SUBPOENA HANDS THE COPIED SUBPOENA TO THE WITNESS. ON THE FRONT OF THE ORIGINAL SUBPOENA, THE PERSON SERVING THE SUBPOENA PUTS THE NAME OF THE PERSON WHOM HE/SHE SERVED, THE DATE AND THE PERSON'S ADDRESS. THE SERVER THE SIGNS THE FORM
6. THE DEFENDANT RETURNS THE ORIGINALS TO THE COURT CLERK'S OFFICE. THIS PROVIDES PROOF TO THE COURT THAT THE WITNESSES WERE SERVED
7. IF THE WITNESSESS FAIL TO APPEAR AFTER BEING SERVED, CONTEMPT MAYBE ISSUED FOR THE WITNESS

This is for your information only and intended as a guideline from the Court Clerk's Office