

Subpoena Request Process

- 1) Subpoena request will now be processed through the public kiosk on the 2nd floor of the District Clerks Office (2pc's in front of cashier window).
- 2) Submit all preprinted subpoenas and subpoena applications at the cashier window and they will be processed within **24 hours** (pending no errors).
- 3) If you are typing a subpoena at the District Clerks Office, you will proceed to the public kiosk (2nd flr in front of DC cashier window) and select the folder labeled subpoena forms. Fill in the needed information on the correct subpoena form and **press print twice**. **Two** copies of your subpoena will print on the subpoena printer inside the office for processing. Turn in your subpoena application to the cashier window, indicate on application that subpoena has been printed and it will be processed within **24 hours** (pending no errors).
- 4) If you have your subpoena application **only**, the subpoena will be **picked up for service**, and request that the District Clerks Office type the corresponding subpoena; turn in your application at the cashier window and your subpoena will be processed within **3 days**.

5) If you have your subpoena application only, the subpoena will be sent to the [Sheriff Department](#) for service, and request that the District Clerks Office type the corresponding subpoena; turn in your application at the cashier window and your subpoena will be processed within **7 days** and forwarded to the Sheriff Department.

6) If you have an unusual situation that is mandatory and must be handled outside of the normal processing times, **YOU** must inform the cashier clerk when you turn in your paperwork.

5) You will be able to pick up all subpoenas at the cashier window.

Please note that we appreciate your patience while working through the changes for subpoena request.