

## Subpoenas

Read the subpoena form. It contains important information for you and the witness. The Declaration of Service contains important information on how the subpoena may be served and by whom.

Complete the subpoena form.

Take the Subpoena to the Justice Court located at 800 South C Street, Virginia City, Nevada 89440.

The court clerk will sign, date, and issue the subpoena by imprinting it with a raised seal.

The clerk will return the subpoena to you so you may have it served on the witness.

Pay close attention to the witness fees and mileage that must accompany the subpoena.

The person serving the subpoena will serve a copy of the subpoena on the witness. The server must complete the Declaration of Service.

Make a copy of the imprinted original Subpoena and a copy of the completed Proof of Service for your records. Staple the originals together and staple your set of copies together and take them back to the Justice Court to be filed in.