

IN THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI

AT KANSAS CITY

AT INDEPENDENCE

\_\_\_\_\_  
vs

Case No. \_\_\_\_\_

**SUBPOENA**  
**ORDER TO APPEAR/PRODUCE DOCUMENTS**

The State of Missouri to: \_\_\_\_\_ (person subpoenaed).

You are commanded:

- To appear at \_\_\_\_\_  
on \_\_\_\_\_, 20\_\_ , at \_\_\_\_\_ M.
- To testify on behalf of: \_\_\_\_\_, who has requested your attendance.
- To contact \_\_\_\_\_  
on \_\_\_\_\_ (date), at \_\_\_\_\_ (time).
- To bring the following: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



\_\_\_\_\_  
DATE

COURT ADMINISTRATOR'S OFFICE  
CIRCUIT COURT OF JACKSON COUNTY, MISSOURI

BY   
COURT ADMINISTRATOR

Plt/Pet Attorney: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Def/Res Attorney: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**SUBPOENA RETURN**

**MUST BE SWORN BEFORE A NOTARY PUBLIC IF SUBPOENA IS NOT SERVED BY AN AUTHORIZED OFFICER**

I certify that I have executed this writ in \_\_\_\_\_ County, MO on \_\_\_\_\_ (date), at \_\_\_\_\_ (time), by:

- Delivering a copy personally to the person subpoenaed at \_\_\_\_\_ (address).
- Making a diligent search for and failing to find the person to be subpoenaed.

FEE PAID \$ \_\_\_\_\_

\_\_\_\_\_  
PERSON SERVING SUBPOENA

STATE OF MISSOURI  
COUNTY OF JACKSON

Subscribed and sworn to before me on \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

INSTRUCTIONS

1. This subpoena will remain in effect until this trial is concluded or you are discharged by the court. You must attend trial from time to time as directed. **NO ADDITIONAL SUBPOENA IS REQUIRED FOR YOUR FUTURE APPEARANCE AT ANY TRIAL OF THIS CASE.** If you fail to appear, you may be held in contempt of court.
2. If you have any questions regarding this subpoena, contact the person who request it, listed on the first page.
3. **BRING THIS FORM WITH YOU TO COURT.** This form must be completed, signed and returned to the clerk as soon as you have testified or been dismissed.

WITNESS CLAIM

I have served \_\_\_\_\_ day(s) as a witness and I have traveled \_\_\_\_\_ mile(s) round-trip from my home to the courthouse to attend this proceeding.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
City, State, Zip

Subscribed and sworn to before me on \_\_\_\_\_ (date).

Total Claimed \$ \_\_\_\_\_

By \_\_\_\_\_  
Deputy Clerk