

ISSUING A SUBPOENA

PUEBLO COMBINED COURT SELF HELP CENTER

FORMS AVAILABLE AT WWW.COURTS.STATE.CO.US : SELF HELP/FORMS → ALL COURT FORMS & INSTRUCTIONS → SMALL CLAIMS

STEP 1: Complete Form

PLEADINGS/ACTIONS	JDF #	ADDITIONAL INFORMATION
Purchase the Subpoena form from the Court or download from the State Court website.		Form Price: \$.25 or Free at: www.courts.state.co.us → Self Help/Forms → All Court Instructions & Forms → Small Claims
Subpoena or Subpoena to Produce	254	<ul style="list-style-type: none">• Complete the caption to include the County (where your case is being filed), Court address, Plaintiff(s) and Defendant(s) information.• Complete the upper portion of the form only. Do not complete the Return of Service. This is to be done by the person serving the document.• Each witness must be served a Subpoena, so prepare as many as needed.• Make two copies of the Subpoena for each witness to be served.

STEP 2: File with the Court

PLEADINGS/ACTIONS	JDF #	ADDITIONAL INFORMATION
Bring your Subpoena to the court.	254	<ul style="list-style-type: none">• Clerk will verify that the name of the Court, case number, date and time are accurate.• The Clerk will then sign and date the form and return back to you for personal service on the witness.

STEP 3: Serving the Witness

PLEADINGS/ACTIONS	JDF #	ADDITIONAL INFORMATION
Serve the Subpoena to the witnesses	254	<ul style="list-style-type: none">• Service must be completed no later than 48 hours prior to the trial date.• Personal Service must be done either by: The Sheriff's Department, Private Process Server, or by someone over the age of 18 who is not a party in this case, and who knows the rules of service.• Provide both copies to the person or agency you chose to perform service on the witness.• Attach the mileage check to the copy of the Subpoena to be served.
Return of Service	254	<ul style="list-style-type: none">• Be sure to inform the person or agency performing service to return the completed copy of the Subpoena/Return of Service to you as soon as possible after service has been completed.• Bring the completed Subpoena/Return of Service when you come to the trial.