

MEDINA MUNICIPAL COURT

GARY F. WERNER, Judge

MIKE KOVACK, Clerk



223 E. Washington St
MEDINA, OH 44256
www.medinamunicipalcourt.org

COURT
330.723.3287 – Medina
330.225.1108 – Fax

Case No. _____

Plaintiff

vs.

Defendant

Subpoena with Precipe

Serve by:

- ☐ Regular Mail ☐ Bailiff ☐ Residence ☐ Certified Mail
☐ Facsimile ☐ Defense Counsel ☐ Prosecutor

Clerk: Issue this subpoena for a trial/hearing.

Select one: ☐ Defendant ☐ Attorney for Plaintiff

Street: _____

Print Name: _____

City, State, Zip: _____

Signature: _____

Phone: _____

To: _____

IF YOU FAIL TO APPEAR AT THE TIME AND PLACE INDICATED,

YOU WILL BE CONSIDERED IN CONTEMPT OF COURT.



You are hereby commanded to appear and give testimony as below shown.

Where: **Medina Municipal Court**
223 E. Washington St
Medina, OH 44256

When: _____ at _____. On request of ☐ Plaintiff or ☐ Defendant, you must appear and remain until excused by the Court. Bring this subpoena with you. You are required to produce, permit inspection and copying, resting or sampling, the following documents or things if listed in your possession, custody, or under your control:

- ☐ Served by certified mail issued this date. ☐ Served by regular mail issued this date.
☐ To the Sheriff/Bailiff: Serve the subpoena forthwith and make prompt return.

Mike Kovack, Clerk by Deputy Clerk: _____ Date: _____

Return of Service (for personal service only) [Criminal Rule 17]

- ☐ 1. I could not locate witness and return this subpoena unserved.
☐ 2. I served this subpoena on _____, 20__ by:
☐ delivering copy to witness ☐ leaving copy at residence of witness ☐ reading it to witness in person
☐ place of business ☐ taped to door

3. Fee: Service & Return: Service \$ _____ Mileage \$ _____ Total \$ _____
Service Return time stamp

Bailiff/Sheriff

PLEASE CONTACT THE ABOVE FILLED IN / HIGHLIGHTED PHONE NUMBER, THE DAY BEFORE, TO VERIFY IF YOU HAVE TO APPEAR.