

SUBPOENA INSTRUCTIONS

COMPLETING THE SUBPOENA

(Upper Portion of Form)

- 1) Enter your case number.
- 2) Enter your name (defendant).
- 3) Enter the name and address of your witness (one per subpoena).
- 4) Enter the date and time of your scheduled hearing.
- 5) Have the subpoena signed and dated at the Municipal Court public counter. If your witness resides outside of Spokane County, the subpoena must be approved by a Municipal Court Judge or Commissioner.

RETURN OF SERVICE

(Lower Portion of Form)

You must have the subpoena served by someone other than yourself. That person must be over the age of 18 and not a party to the case. The person serving the subpoena shall:

- 6) Indicate how the subpoena is served
- 7) Fill in the date, time and address or location where subpoena is served and give the witness their copy.
- 8) Sign and date the subpoena, printing name and title as applicable.

Service on an officer can be made at the following Spokane locations. An officer on duty at any of these locations will acknowledge service with their signature and personnel number.

City Police Officer – Public Safety Building Police Desk, 1100 West Mallon Avenue
Parking Enforcement Officer – 6th Floor City Hall, 808 West Spokane Falls Blvd
Spokane International Airport Officer – SIA Police Desk, 9000 West Airport Drive

**SERVICE OF SUBPOENA MUST BE MADE NO LATER THAN 7 DAYS PRIOR TO HEARING
RETURN THE WHITE COPY TO SPOKANE MUNICIPAL COURT FOR FILING
(Subpoena must be filed with the court on the date of service)**