

# 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 – 3<sup>rd</sup> 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)