



Maricopa County Justice Courts, Arizona

CASE NUMBER: _____

Plaintiff(s) Name / Address / Email / Phone

Defendant(s) Name / Address / Email / Phone

SUBPOENA

Appearance of a Person Duces Tecum

JCRCP Rule 137b

If you fail to appear or fail to produce said documents as ordered, a Civil Arrest Warrant may be issued to bring you before the Court to answer why your failure to appear should not be treated as contempt.

APPEARANCE OF A PERSON for Attendance of Witness(es) at Hearing or Trial

To: _____ Phone: _____

Address: _____

YOU ARE COMMANDED to appear in the above named Justice Court at the time specified below to testify at:

- A Trial in the above cause on behalf of the Plaintiff Defendant
- A Hearing

Date: _____ Time: _____

YOU ARE TO REMAIN UNTIL EXCUSED BY THE JUDGE

Be in court at least 15 minutes before the scheduled hearing.

YOU MUST CHECK IN AT THE FRONT COUNTER BEFORE ENTERING THE COURT ROOM.

(Esté en el tribunal por lo menos 15 minutos antes de la audiencia programada.)

(DEBE REGISTRARSE EN EL MOSTRADOR DELANTERO ANTES DE ENTRAR EN LA SALA DEL TRIBUNAL)

REQUESTS FOR REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES SHOULD BE MADE TO THE COURT AS SOON AS POSSIBLE.

(LAS SOLICITUDES PARA ARREGLOS O ADAPTACIONES RAZONABLES PARA PERSONAS CON DISCAPACIDADES SE DEBEN PRESENTAR ANTE EL TRIBUNAL LO MAS ANTES POSIBLE.)

If an interpreter is needed, please contact the court listed above to request an interpreter be provided.

(En caso de necesitarse un intérprete, favor de comunicarse con el Tribunal antes mencionado para solicitar que se brinden los servicios de un intérprete.)

DUCES TECUM for Production of Documents (Not allowed in Small Claims)

To: _____

Custodian of Records

YOU ARE COMMANDED to produce and/or permit inspection, copying, testing, or sampling of the following designated documents listed below (or attached) which may include electronically stored information or tangible things; or to permit the inspection of the premises.

YOU ARE ORDERED TO PROVIDE copies of the documents listed below (or attached); to the requesting party on or before the date and time, at the address specified below or as other arrangements as agreed upon.

Place, date, and time of production or inspection:

Address: _____ Phone: _____

Date: _____ Time: _____

YOUR APPEARANCE IS NOT REQUIRED if the documents ordered to be produced are delivered to the requesting party within the time allowed.

Date: _____

Justice of the Peace

AFFIDAVIT OF SERVICE

Date served: _____ Who served: _____

Time served: _____ Address of service: _____

I certify and declare under penalty of perjury that I served this subpoena, that I am not a party to this matter and, that I am not less than 18 years of age.

Signature of person serving process