



Maricopa County Justice Courts

INSTRUCTIONS FOR ISSUING AND SERVING A CIVIL SUBPOENA

1. Complete a Subpoena form available at the justice court or our website at justicecourts.maricopa.gov.
2. Pay an issue fee to the court.
3. Select a process server: Justice Court Rules Civil Procedure 137(b): A subpoena may be served by any person who is not a party and is not less than eighteen years of age.
4. Give the process server the original Subpoena and a copy, along with service instructions. See information below for attaching necessary witness fees to the served subpoena.
5. For the personal appearance of a witness: Attach a money order or cashier's check for witness fees in the sum of \$12.00 per day, plus \$.20 per mile from the witness' place of residence to the court. Make the check payable to the witness. ARS 12-303.

YOUR DUTIES IN RESPONDING AND YOUR RIGHT TO OBJECT TO THIS SMALL CLAIMS SUBPOENA

ATTENDANCE AT THE HEARING

If this subpoena commands you to appear at a hearing, you must appear at the place, date and time designated in this subpoena unless either:

1. you file a timely objection with the court and the court quashes or modifies the subpoena; or
2. you are not a party or a party's officer and this subpoena commands you to travel to a place other than:
 - a. the county in which you reside or you transact business in person; or
 - b. the county in which you were served with the subpoena or within 40 miles from the place of service; or
 - c. such other convenient place fixed by a court order.

YOUR RIGHT TO OBJECT TO THIS SUBPOENA

If you object to the Subpoena, you must file a written objection prior to the date of your appearance.



Maricopa County Justice Courts, Arizona

CASE NUMBER: _____

Plaintiff(s) Name / Address / Email / Phone

Attorney for Plaintiff(s) Name / Address / Email / Phone

Defendant(s) Name / Address / Email / Phone

Attorney for Defendant(s) Name / Address / Email / Phone

SUBPOENA Appearance of a Person

Small Claims Rule 19

If you fail to appear 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

To: _____ Phone: _____

Address: _____

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

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

YOU ARE TO REMAIN UNTIL EXCUSED BY THE JUDGE/HEARING OFFICER

This court proceeding will be held _____

Date: _____ Time: _____

- Check in at the court window _____ minutes prior to your appearance.
- Call the court _____ minutes before your appearance for instructions on virtual attendance.
- Other: _____

More help is on the Attend a Hearing page on our web site: www.justicecourts.maricopa.gov

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