



IN THE 7<sup>th</sup> JUDICIAL CIRCUIT COURT, CLAY COUNTY, MISSOURI

Judge or Division:	Case Number:	
Plaintiff/Petitioner:	Person Subpoenaed:	Plaintiff's/Petitioner's Attorney:
	Address:	Address:
vs.		Telephone:
Defendant/Respondent:	Requesting Party: <input type="checkbox"/> Plt./Pet. Atty <input type="checkbox"/> Plt./Pet. <input type="checkbox"/> Def/Resp. Atty <input type="checkbox"/> Def./Resp.	Defendant's/Respondent's Attorney:
	Address: (Of Party Checked Above)  Telephone:	Address:  Telephone:

For depositions attach a list of all attorneys of record and self-represented parties. Include the name, address and telephone number.

(Date File Stamp)

**Subpoena  
Order to Appear/Produce Documents/Give Depositions**

The State of Missouri to: \_\_\_\_\_ (person subpoenaed)

You are commanded:

to contact \_\_\_\_\_ (name) at \_\_\_\_\_ (telephone) who will advise of time and place appearance is required.


to appear at \_\_\_\_\_

on \_\_\_\_\_ (date), at \_\_\_\_\_ (time).

to testify on behalf of: \_\_\_\_\_

to give depositions.


to bring the following:



COURT SEAL OF  
CLAY COUNTY

(Attach additional sheet if necessary)

Circuit Clerk of Clay County



\_\_\_\_\_

Circuit Clerk

\_\_\_\_\_ Date Issued

### Return/Affidavit

I certify that I served this subpoena in \_\_\_\_\_ (County/City of St. Louis),

Missouri, by:

- delivering a copy to the person subpoenaed \_\_\_\_\_ (date).
- reading a copy to the person subpoenaed on \_\_\_\_\_ (date).
- I tendered legal fees for travel expenses per section 491.130, RSMo, in the amount of \$ \_\_\_\_\_.
- Other: \_\_\_\_\_.

#### Sheriff's Fees (if applicable)

Summons	\$ _____
Non Est	\$ _____
Sheriff's Deputy Salary Supplemental Surcharge (Civil Cases Only-\$10.00)	\$ _____
Mileage	\$ _____ ( _____ miles @ \$. _____ per mile)
<b>Total</b>	<b>\$ _____</b>

\_\_\_\_\_  
Person Serving Subpoena

### Instructions

1. This subpoena will remain in effect until this trial is concluded or you are discharged by the Court. You must attend trial from time to time as directed. **No additional Subpoena is required for your future appearance at any trial of this case.** If you fail to appear, you may be held in contempt of court.
2. If you have any questions regarding this subpoena, contact the person who requested it listed on the front.
3. **Bring this form with you to court.** This form must be completed, signed, and returned to the clerk as soon as you have testified or been dismissed.

### Witness Claim

I have served \_\_\_\_\_ day(s) as a witness and I traveled \_\_\_\_\_ mile(s) round-trip from my home to the courthouse to attend this proceeding.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
City, State, Zip

Subscribed and sworn to before me on \_\_\_\_\_ (date).

Total Claimed \$ \_\_\_\_\_

\_\_\_\_\_  
Clerk