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**APRIL MARIOTTI, CLERK OF COURTS  
ASHTABULA COUNTY COMMON PLEAS COURT  
25 WEST JEFFERSON STREET  
JEFFERSON, OHIO 44047-1092**

Case No. \_\_\_\_\_

Plaintiff \_\_\_\_\_

PRECIPE FOR SUBPOENA

vs.

CIVIL/CRIMINAL  
DUCES TECUM  
GRAND JURY

Defendant \_\_\_\_\_

To: the Sheriff of \_\_\_\_\_ County, Ohio

Attorney Service

**YOU ARE HEREBY COMMANDED TO SUBPOENA THE FOLLOWING NAMED PERSON, to-wit:**

SUBPOENA

To: \_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(ADDRESS)

You are ordered to appear before the Court of Common Pleas of Ashtabula County, Jefferson, Ohio on the \_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_, at \_\_\_\_ o'clock \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. in the courtroom of Judge \_\_\_\_\_ to testify as a witness in the above entitled action on the behalf of the \_\_\_\_\_.  
*(Plaintiff/Defendant)* YOU ARE FURTHER ORDERED TO BRING WITH YOU:

You may be held in contempt of Court for failure to appear. Present this subpoena to the Clerk of Courts' office after appearing. See the link above or search online to find your rights and duties under subpoena as outlined by the Supreme Court of Ohio Rule 45.

Witness fee of \$ \_\_\_\_\_ paid by \_\_\_\_\_ attached.

\_\_\_\_\_  
*(Signature – Attorney/Party)*                      *(Address)*                      *(Attorney for Plaintiff/Defendant)*

Contact the above signed Attorney/party if you have any questions at ( ) \_\_\_\_\_ (phone number)

**RETURN ON SERVICE**

On the \_\_\_\_\_ day of \_\_\_\_\_

at \_\_\_\_\_ o'clock \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

I \_\_\_\_\_ served \_\_\_\_\_ was unable to serve the above named

individual by \_\_\_\_\_

Sheriff of \_\_\_\_\_ County

By \_\_\_\_\_

Service Fees:

Service and Return \$ \_\_\_\_\_

Mileage \_\_\_\_\_

Misc Fee \_\_\_\_\_

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

WITNESS my hand and Seal of said Court  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**APRIL MARIOTTI**  
Clerk of the Court of Common Pleas  
Jefferson, Ohio 44047  
Phone 440-576-3637

By \_\_\_\_\_  
Deputy Clerk

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**APRIL MARIOTTI, CLERK OF COURTS  
ASHTABULA COUNTY COMMON PLEAS COURT  
25 WEST JEFFERSON STREET  
JEFFERSON, OHIO 44047-1092**

Case No. \_\_\_\_\_

Plaintiff \_\_\_\_\_

vs.

Defendant \_\_\_\_\_

PRECIPE FOR SUBPOENA

CIVIL/CRIMINAL  
DUCES TECUM  
GRAND JURY

To: the Sheriff of \_\_\_\_\_ County, Ohio Attorney Service

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\_\_\_\_\_  
(Signature – Attorney/Party) (Address) (Attorney for Plaintiff/Defendant)

Contact the above signed Attorney/party if you have any questions at ( ) \_\_\_\_\_ (phone number)

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Sheriff of \_\_\_\_\_ County

By \_\_\_\_\_

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Service and Return \$ \_\_\_\_\_  
Mileage \_\_\_\_\_  
Misc Fee \_\_\_\_\_  
Total \$ \_\_\_\_\_

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By \_\_\_\_\_ Deputy Clerk

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Case No. \_\_\_\_\_

Plaintiff \_\_\_\_\_

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vs.

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DUCES TECUM  
GRAND JURY

Defendant \_\_\_\_\_

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Attorney Service

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in the courtroom of Judge \_\_\_\_\_ to testify as a witness in the above entitled action on the behalf

of the \_\_\_\_\_  
(Plaintiff/Defendant)

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individual by \_\_\_\_\_

Sheriff of \_\_\_\_\_ County

By \_\_\_\_\_

Service Fees:

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Mileage \_\_\_\_\_

Misc Fee \_\_\_\_\_

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

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Clerk of the Court of Common Pleas

Jefferson, Ohio 44047

Phone 440-576-3637

By \_\_\_\_\_

Deputy Clerk

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By \_\_\_\_\_

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Mileage \_\_\_\_\_  
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Total \$ \_\_\_\_\_

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