

[Click here to go to Supreme Court of Ohio Rule 45. Subpoena](#)

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**TAMI PENTEK, 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 _____, _____

TAMI PENTEK
Clerk of the Court of Common Pleas
Jefferson, Ohio 44047
Phone 440-576-3637

By _____
Deputy Clerk

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