



Common Pleas Court of Cuyahoga County, Ohio

Nailah K. Byrd, Clerk of Courts

Defense Subpoena Criminal Rule 17 Worksheet

Case information:

Defendant: _____

Case number: _____

Judge: _____

Courtroom: _____

Attorney/*Pro Se* Party: _____

Bar number: _____

Phone: _____

To summon:

First name: _____

Last name: _____

Address #1: _____

Address #2 (optional): _____

City/State/Zip: _____

Attorney Service

Sheriff Service

Process Server

Other

To the witness:

Appearance:

Date: _____

Time: _____

Forthwith: Yes No

In lieu of E-Filing, this form is provided as a courtesy to allow the Clerk's staff to input information to generate a subpoena. This form is not meant for service. Please deliver the completed form to the 2nd floor Justice Center Cuyahoga County Clerk of Courts, Criminal Division.

Per Ohio Criminal Rules of Procedure 17(D): A subpoena may be served by a sheriff, bailiff, coroner, clerk of court, constable, marshal, or a deputy of any, by a municipal or township policeman, by an attorney at law or by any person designated by order of the court who is not a party and is not less than eighteen years of age. Service of a subpoena upon a person named therein shall be made by delivering a copy thereof to such person or by reading it to him in person or by leaving it at his usual place of residence, and by tendering to him upon demand the fees for one day's attendance and the mileage allowed by law. The person serving the subpoena shall file a return thereof with the clerk. If the witness being subpoenaed resides outside the county in which the court is located, the fees for one day's attendance and mileage shall be tendered without demand. The return may be forwarded through the postal service, or otherwise.