

## **SUBPOENAS**

### **Q. What are subpoenas?**

**A.** Subpoenas are orders to give testimony in court or at a deposition. They are also an order for documents to be submitted to the court or the requesting party.

### **Q. How do I subpoena someone?**

**A.** A subpoena is issued by the clerk's office. Some clerks' offices have the subpoena form available, but the clerks' office does not prepare the form. The party wanting the subpoena needs to prepare it, have it issued by the clerk's office, and make arrangements to have it served. The clerk's office can inform the party of the current filing fee, if any, for issuing the subpoena.

### **Q. Can I serve a subpoena or do I have to hire someone to do it?**

**A.** Arizona Rules of Civil Procedure (ARCP) Rule 45(b) allows service by anyone who is at least 18 years of age and not a party to the case.