

**SUBPOENA**  
FORM SUMMARY

**Purpose of Form:** To request the court issue a subpoena to an individual (witness) who is then required to appear and give evidence at a trial

**Accompanying Documents / Information:** If you are filing the form by mail, you must provide your current mailing address so the form may be returned to you after it is signed by the judge

**Payment Required:** \$0.00

**How to File the Form:** The original form must be filed with the court. To file the form, you may do one of the following:

(1) Mail the form to: Milwaukee Municipal Court  
951 North James Lovell Street  
Milwaukee, WI 53233-1449

(2) Bring the form to the court in person (please check court hours before coming to court)

After the judge signs the form, it will be returned to you (by mail if you have mailed the form or in person if you bring the form to court). Once returned to you, the form must be served on the witness.

Anyone, including you, can serve the witness with the subpoena. A copy of the subpoena should be provided to the witness when it is served. If desired, the subpoena can be taken to the Sheriff's Department in the Criminal Justice Facility, 949 North 9<sup>th</sup> Street, Room G-40, and the Sheriff's Department will serve the subpoena for a fee for each witness served. The current fee amount is available from the Sheriff's Department.

**Deadline for Completion:** There is no formal deadline for completion but you should allow enough time for the form to be signed by the judge, returned to you and served on the witness

**Additional Instructions:** The following information must be completed on the form before it can be filed with the court:

Defendant: If this is a case against you, fill in your name. THIS INFORMATION IS REQUIRED.

Case No.: Fill in the case number. THIS INFORMATION IS REQUIRED. If you can not find your case number, contact the court.

Name / Address: Fill in the name and address of the individual you wish to subpoena. THIS INFORMATION IS REQUIRED.

City of Milwaukee,  
Plaintiff  
vs.

**SUBPOENA**

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

\_\_\_\_\_,  
Defendant

Subpoena from the Municipal Court of the City of Milwaukee to:

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City/State/ZIP

You are required to appear and give evidence on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
at \_\_\_\_\_ .m. in Branch \_\_\_\_\_ of the Milwaukee Municipal Court, 951 N. James Lovell Street,  
Milwaukee, Wisconsin, on behalf of the defendant.

You are required to bring with you the following:

\_\_\_\_\_  
\_\_\_\_\_

Failure to appear may result in punishment for contempt.



Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Municipal Judge

\_\_\_\_\_  
By: Court Clerk

**SERVICE INFORMATION:**

(To be filled by person serving subpoena)

Date Served: \_\_\_\_\_ Time Served: \_\_\_\_\_

Manner of Service (Check one): Personal  Substitute

“Personal” service means giving a copy, or reading the subpoena to the witness in person.

“Substitute” service means leaving a copy of the subpoena at the witness= residence with a family member age 14 or older.

If Substitute, describe nature of service \_\_\_\_\_  
\_\_\_\_\_

Signature of Person Serving: \_\_\_\_\_

(Print full name and sign)