

COURT OF CLAIMS OF OHIO

VICTIMS OF CRIME DIVISION

The Ohio Judicial Center
65 South Front Street, V@ã Floor
Columbus, OH 43215
1.800.824.8263

Request for Issuance of Subpoena(s)

IN RE: _____

Claim Number: _____

Applicant

(Complete a separate request for each witness)

I request that the clerk issue a subpoena to:

Witness name

* The address must include County.
Further, the address stated in the subpoena
is the address where the subpoena will be served.

Witness street address

Witness city state zip

County

directing the witness to appear at the Court of Claims of Ohio, Ohio Judicial Center, 65 South Front Street, Fourth Floor, Columbus, Ohio 43215, to testify in the above captioned case, on:

_____ 20 __ __ , at _____ am/pm

Complete the following only if the witness is to bring evidence with him/her. List the items separately and with specificity. If necessary, use a continuation page.

Witness is to bring the following listed items with him/her:

Date: _____

Requesting Party's / Attorney's Signature

Street Address

City County State Zip

Telephone Number

NOTE: THE COURT ISSUES SUBPOENAS PURSUANT TO THIS REQUEST TO THE SHERIFF OF THE COUNTY INDICATED IN THE REQUEST. IF A SUBPOENA SHOULD, UNDER CIV. R. 45(C), BE ISSUED TO AN ATTORNEY OR TO A PERSON APPOINTED BY ORDER, THE REQUESTING PARTY OR ATTORNEY MUST REQUEST SUCH ISSUANCE IN WRITING. THE SUBPOENA MUST BE SERVED BY THE ATTORNEY OR THE PERSON APPOINTED TO SERVE THE SUBPOENA. NO INTERMEDIARIES OR AGENTS MAY BE USED. FURTHER, UNDER CIVIL RULE 45, THIS COURT ISSUES SUBPOENAS FOR TRIALS AND HEARINGS BEFORE THE **COURT**, NOT FOR DEPOSITIONS. UNAUTHORIZED USE OF THE COURT'S SUBPOENA FORMS MAY, **INTER ALIA**, SUBJECT THE USER TO CHARGES IN CONTEMPT.

COURT OF CLAIMS OF OHIO

VICTIMS OF CRIME DIVISION

The Ohio Judicial Center
65 South Front Street, Third Floor
Columbus, OH 43215
1.800.824.8263

Request for Issuance of Subpoena(s) in Blank

IN RE:

Claim Number: _____

Applicant

I request that the clerk issue the following subpoena(s) in blank under Civ. R. 45(A):

_____ set(s) of subpoena(s) to appear and testify at a Court hearing in this matter;

_____ set(s) of subpoena(s) for the production of documentary evidence at a Court hearing.

Date: _____

Requesting Party's / Attorney's Signature

Street Address

City County State Zip

Telephone Number

NOTE: IT IS THE RESPONSIBILITY OF THE REQUESTING PARTY TO SERVE SUBPOENA(S) ISSUED IN BLANK. THE COURT WILL ACCEPT RETURNS FOR SUBPOENA(S) ISSUED IN BLANK, BUT WILL NOT PAY FOR THE SERVICE OF SUCH SUBPOENA(S) OR ASSESS SUCH EXPENSE AS COST WITHOUT A MOTION AND ORDER FOR THE COURT. FURTHER, UNDER CIVIL RULE 45, THIS COURT ISSUES SUBPOENAS FOR TRIALS AND HEARINGS BEFORE THE **COURT**, NOT FOR DEPOSITIONS. UNAUTHORIZED USE OF THE COURT'S SUBPOENA FORMS MAY, **INTER ALIA**, SUBJECT THE USER TO CHARGES IN CONTEMPT.