

**MAGISTRATE COURT OF ATHENS-CLARKE COUNTY
STATE OF GEORGIA**

Plaintiff(s)

Civil Action # MC-_____

Defendant(s)

REQUEST FOR SUBPOENA DUCES TECUM

I would like to request the issuance of subpoena in the above-styled case for the following witness and documents:

Name

Address

City, State, & Zip Code

Telephone No.

Detailed List of Documents Requested:

A. Service Preference:

- _____ I will be responsible for service. Cost \$1.00 for Subpoena
_____ I request the Clerk to send by Certified Mail at a cost of \$8.00 plus \$1.00 cost of Subpoena for a total of \$9.00.
_____ I request Sheriff's Service at a cost to me of \$10.00 (Athens-Clarke County) plus \$1.00 cost of Subpoena for a total of \$11.00.

This _____ day of _____, 20_____.

Signed: _____
Plaintiff / Defendant (Circle)

Address

City, State & Zip Code

Telephone No.