

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

\_\_\_\_\_  
**Plaintiff(s)**

**Civil Action # MC-**\_\_\_\_\_

\_\_\_\_\_  
**Defendant(s)**

**REQUEST FOR OUT OF COUNTY SUBPOENA**

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, & Zip Code

\_\_\_\_\_  
Telephone No.

**A. Service Preference:**

- \_\_\_\_\_ 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.

**B. Witness Fee to be paid at time of request:**

\_\_\_\_\_ Witness will waive fees.

\_\_\_\_\_ **Costs under O.C.G.A. § 24-13-25:**  
\$25.00 witness fee plus 45¢/mile for \_\_\_\_\_ miles roundtrip: total \$\_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed: \_\_\_\_\_

Plaintiff / Defendant (Circle)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State & Zip Code

\_\_\_\_\_  
Telephone No.