



FOUNTAIN HILLS MUNICIPAL COURT
16705 E AVENUE OF THE FOUNTAINS, FOUNTAIN HILLS, AZ 85268
PHONE - 480-816-5103 FAX – 480-837-8256
EMAIL – fountainhillscourt@courts.az.gov

Subpoena or Subpoena Duces Tecum

This form is used to make a written request to a Judge for witnesses to appear at a specified hearing date and time (Subpoena) or for an entity or individual to provide specific records (Subpoena Duces Tecum). Please allow 5-6 business days for the Court to process your subpoena, the Court will contact you regarding any approved subpoenas and how to obtain them in person to get them properly served.

If filing a subpoena on a criminal case, the Defendant must also submit a copy of the subpoena to the Prosecutor's Office. Their email is: townprosecutor@gmail.com.

Instructions for filing Subpoena or Subpoena Duces Tecum

- 1) Complete all necessary information on the form. Every section needs a response, if something does not apply please write a "0" or "N/A" for not applicable.
- 2) Submit the completed form to the Court.

If filing by email: Attach the completed form and send to fountainhillscourt@courts.az.gov. Only Word and PDF documents will be accepted. Photos (.jpeg or other photo files) will not be accepted.

If filing by fax: Fax the completed form to Fountain Hills Municipal Court at 480-837-8256.

If filing by mail: Mail the completed form to Fountain Hills Municipal Court, 16705 E. Avenue of the Fountains, Fountain Hills, AZ 85268.

If filing in person: Bring the completed form to the Court (address above). If outside of business hours, the form may be placed in the drop box on the south side of the building.

It is the filer's responsibility to ensure the Court is in receipt of your filing. All responses will be sent via USPS mail to the last address on file.



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_____ Plaintiff Vs _____ Defendant	Case Number: _____ Complaint Number: _____	
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SUBPOENA

Subpoena Subpoena Duces Tecum

THE STATE OF ARIZONA TO:
 (Name & Address of Witness) _____

YOU ARE ORDERED to appear at the Fountain Hills Municipal Court on,

DATE: _____ TIME: _____

And to remain there until excused by the Judge conducting the proceeding to give testimony on behalf of the Plaintiff Defendant.

YOU ARE FURTHER ORDERED to bring the following items: _____

Please call 480-816-5103 one business day before the court date to verify your need to appear.
 IF YOU FAIL TO APPEAR AS ORDERED, A WARRANT MAY BE ISSUED FOR YOUR ARREST AND YOU MAY BE PROSECUTED UNDER PROVISIONS OF THE ARIZONA REVISED STATUTES.

Please contact the court if you need special accommodations (such as assistive devices, interpreters etc.)

 Attorney/Party Requesting Subpoena

DATED: _____ Judge: _____

CERTIFICATE OF PERSONAL SERVICE

STATE OF ARIZONA, county of _____
 I swear that I personally served this document as follows
 DATE RECEIVED _____ DATE SERVED _____ TIME SERVED _____
 PERSON SERVED _____
 LOCATION WHERE SERVED _____
 Precinct _____, County _____

Officer serving document _____

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS DATE _____
 My commission expires _____

 Notary Public

CERTIFICATE OF PERSONAL SERVICE BY MAILING

I certify that, pursuant to ARS 13-4072, a copy of this subpoena was sent by
 Certified Mail, Addressee Only, Return Receipt Requested
 First Class Mail, Certificate of Service and Return Card Included, to the person and address listed above

DATE: _____ Clerk: _____