

IN THE EDMONDS MUNICIPAL COURT
SNOHOMISH COUNTY, WASHINGTON

CITY OF EDMONDS,

Plaintiff,

vs

Defendant,

SUBPOENA

CASE NO.

STATE OF WASHINGTON, City of Edmonds

TO:

ADDRESS:

YOU ARE COMMANDED TO APPEAR:

ON: _____, at _____ in the

EDMONDS MUNICIPAL COURT

250 5TH Ave N.

EDMONDS, WA 98020

To testify in the trial of the above case matter on the part of the plaintiff, the City of Edmonds, and to remain in attendance until you have given your testimony or have been dismissed or excused by the Court.

DATED THIS _____ DAY OF _____, 20____

JUDGE'S SIGNATURE

EDMONDS MUNICIPAL COURT SUBPOENA PROCEDURE

The Court is not allowed to give out legal advice; therefore, the clerk will not be able to help you complete any of the required subpoena forms.

- You must complete all portions of the subpoena **except** the court date and the judge's signature.
- Return the completed subpoena form to the court.
- The Judge will review your subpoena request. If approved, the Court will mail you the signed subpoena, a return of service form, and your assigned court date.
- You are responsible for serving the subpoena and filing the return of service in a timely manner.
- You are responsible for following the appropriate procedures and timelines outlined in the Infraction Rules for Courts of Limited Jurisdiction (IRLJ), the Civil Rules for Courts of Limited Jurisdiction (CRLJ) and the Edmonds Municipal Court Local Court Rules for Infractions (EDMIRLJ). These rules can all be found on line at <http://www.courts.wa.gov/> or at a local library.