

SUBPOENA FOR WITNESSES

Commonwealth of Virginia

VA. CODE §§ 8.01-407, 16.1-265, 17.1-617, 19.2-267,
and Rules 3A:12 and 7A:12

General District Court (Civil Criminal Traffic)

Juvenile and Domestic Relations District Court

.....
CITY OR COUNTY

.....
STREET ADDRESS OF COURT

.....
TELEPHONE NUMBER

TO ANY AUTHORIZED OFFICER:

You are hereby commanded to summon forthwith the witnesses listed below to appear on

..... at to testify in this case.

DATE

TIME

RETURNS: Each witness was served as indicated below, according to law (unless not found).

NAME	
ADDRESS	
<input type="checkbox"/> PERSONAL SERVICE	Tel. No.
<input type="checkbox"/> Being unable to make personal service, a copy was delivered in the following manner:	
<input type="checkbox"/> Delivered to a person found in charge of usual place of business or employment during business hours and giving information of its purport.	
<input type="checkbox"/> Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above.	
.....	
.....	
<input type="checkbox"/> Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.)	
<input type="checkbox"/> Served on Secretary of the Commonwealth.	
<input type="checkbox"/> NOT FOUND
SERVING OFFICER	
.....	for
DATE	

NAME	
ADDRESS	
<input type="checkbox"/> PERSONAL SERVICE	Tel. No.
<input type="checkbox"/> Being unable to make personal service, a copy was delivered in the following manner:	
<input type="checkbox"/> Delivered to a person found in charge of usual place of business or employment during business hours and giving information of its purport.	
<input type="checkbox"/> Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above.	
.....	
.....	
<input type="checkbox"/> Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.)	
<input type="checkbox"/> Served on Secretary of the Commonwealth.	
<input type="checkbox"/> NOT FOUND
SERVING OFFICER	
.....	for
DATE	

NOTICE TO WITNESS: Failure to comply with this subpoena could cause you to be fined or jailed for contempt of court. Bring this subpoena with you to court. When asking about this case, have this form in hand.

RETURN DATE

CASE NO.

Commonwealth of Virginia [or]

CITY COUNTY TOWN of

..... [or]

.....

In re/v.

Charge:

.....

SUBPOENA FOR WITNESSES

The witnesses are subpoenaed to testify on behalf of:

- Commonwealth of Virginia [or]
- the City, County or Town indicated [or]
- Plaintiffs [or]
- Defendants [or]
- Juvenile

Subpoena requested by:

.....

.....
DATE ISSUED

.....
 CLERK MAGISTRATE JUDGE
 PROSECUTING DEFENSE ATTORNEY