

INSTRUCTIONS FOR REQUESTING A SUBPOENA

Follow the steps below to obtain a subpoena ordering a witness to appear for a hearing. Do not subpoena a witness who is willing to attend court. *Subpoenas are used when a witness is not willing to appear to testify OR needs to provide proof to his/her employer that he/she is required to attend a court hearing.* The Court does not serve or mail notices to witnesses, therefore you must notify your witnesses of the court date and time.

1. Insert the first and last name, address, city/state of the person to be subpoenaed.
2. Insert the name of the judge. Insert the day, date and time of the hearing. (*See the notice of hearing to make sure this information is correct*).
3. Submit two (2) copies of the Subpoena to the Court for a judge to sign. *One copy is served to the person and the other copy is retained by you for your records.*
4. Have the Court Clerk imprint the court's embossed seal on both copies of the subpoena.
5. After the judge signs the subpoena it may be served. The subpoena must be served at least fourteen (14) days before the court date for proper service.
6. Serve the subpoena by ONE of the following methods:
 - a. In-person by another person (not by you). *The person being subpoenaed does NOT have to sign the Return of Service or any other document for proper service.*
 - b. By mail (*to their current address with a copy of the postage*).
7. Have the person who served the witness complete the "Return of Service" which must be on the reverse side of the Subpoena. *The subpoena is not valid unless this is completed.*
8. File a copy of the Return of Service with the Isleta Tribal Court.

**IN THE TRIBAL COURT
PUEBLO OF ISLETA
ISLETA, NEW MEXICO**

_____,
Plaintiff/Petitioner,

v.

Case No. _____

_____,
Defendant/Respondent.

SUBPOENA

TO: _____
First/Last Name

Address

City/State Zip Code

You are hereby commanded to appear before the Honorable Judge _____ at the Pueblo of Isleta Tribal Court, located at 3950 Hwy. 47 SE, Albuquerque, New Mexico 87105, on _____ (day), _____, 20____ at _____ a.m./p.m. then and there to testify in the above-entitled cause there pending, on the behalf of the [Plaintiff/Petitioner] or [Defendant/Respondent] (*circle one*) and this you do under penalty of law. If you do not appear to testify a bench warrant may be issued, you may be held in contempt of court and/or punished by a fine or imprisonment.

IN WITNESS WHEREOF, I have hereunto set my hand and the Seal of said Court this _____ of _____, 20_____.

(SEAL)

ISLETA TRIBAL COURT JUDGE

