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 <u>first and last name</u>, <u>address</u>, <u>city/state</u> of the person to be subpoenaed.
- 2. Insert the <u>name of the judge</u>. Insert the <u>day</u>, <u>date</u> and <u>time</u> 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 <u>at least fourteen (14) days *before*</u> the court date for proper service.
- 6. Serve the subpoena by <u>ONE</u> of the following methods:
 - a. In-person by another person (not by you). *The person being subpoenaed does* <u>NOT</u> 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
	Defendar	nt/Respondent.	
		SUB	POENA
TO:			
	First/Last Name		
	Address		
	City/State	Zip Code	
	Pueblo of Isleta	Tribal Court, located a	before the Honorable Judge
then	and there to test	ify in the above-entit	led cause there pending, on the behalf of the
[Plair	ntiff/Petitioner] or	[Defendant/Responden	t] (circle one) and this you do under penalty of
law.	If you do not appe	ar to testify a bench wa	rrant may be issued, you may be held in contempt
of co	urt and/or punished	by a fine or imprisonm	nent.
	IN WITNESS W	HEREOF, I have hereu	anto set my hand and the Seal of said Court
this_	of	, 20	
	(SEAL)		ISLETA TRIBAL COURT JUDGE

RETURN OF SERVICE OF SUBPOENA

O OF ISLETA)) ss.				
TY OF BERNALILLO)				
TO BE COMPLETED BY F	ERSON MAKING SERVICE	<u>3</u> :		
s and <u>not a party to this lawsuit</u> , and that on the day of	I served the Subpoena issued, 20, by delivering	I by the Court in saiding a copy thereof, in		
To, the Witnes	s named in said Subpoena, by	y delivery in person.		
		, the address of		
To, the [Parent] [Guardian] of the Witness named in the Subpoena.				
By facsimile by (name of person who faxed the document to (name) at (FAX number).				
The transmission was reported as complete and without error. The time and date of the facsimile was [a.m.] [p.m.] on (date). Attach a copy of the fax confirmation as proof for the Court.				
Print Name of Person Making Service	Signature of Person Making Service			
Subscribed and sworn to before me this:	day of	, 20		
	otary/Officer Authorized to Ac			
	TO BE COMPLETED BY P I,	TO BE COMPLETED BY PERSON MAKING SERVICE I,		