

**SUBPOENA
GENERAL DIVISION**

The Court of Common Pleas of the County of Montgomery, Ohio

Plaintiff	CASE NO.
—VS—	TYPE OF CASE <input type="checkbox"/> CIVIL <input type="checkbox"/> CRIMINAL
Defendant	SUBPOENA FOR <input type="checkbox"/> PERSON <input type="checkbox"/> DOCUMENT(S) or OBJECT(S)

TO:

YOU ARE HEREBY COMMANDED to appear before the Court of Common Pleas of the County of Montgomery, Ohio, at the place, date, and time specified below to testify in the above-entitled case.

PLACE: THE COURT OF COMMON PLEAS MONTGOMERY COUNTY COURTS BUILDING 41 N. PERRY STREET DAYTON, OHIO 45422	COURTROOM: _____ FLOOR: _____
JUDGE: _____	DATE AND TIME: _____

FAILURE TO APPEAR MAY RESULT IN YOUR ARREST OR OTHER PENALTIES AS PROVIDED BY LAW. THIS SUBPOENA MUST BE BROUGHT WITH YOU TO THE ABOVE PLACE AND COURTROOM.

YOU ARE ALSO COMMANDED to bring with you the following document(s) or object(s):*

See Additional Information on Reverse

This subpoena shall remain in effect until you are granted leave to depart by the court or by an officer acting on behalf of the court.

TYPE OF SERVICE: Please issue service to: Sheriff <input type="checkbox"/> Process Server <input type="checkbox"/> Certified Mail <input type="checkbox"/> Attorney to Serve <input type="checkbox"/>	This subpoena is issued upon application of the: <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant
GREGORY A. BRUSH, Clerk of Courts	ATTORNEY'S NAME, ADDRESS AND PHONE
(BY) DEPUTY CLERK or ATTORNEY SIGNATURE (pursuant to Civil Rule 45A(2))	
DATE: (SEAL)	

WITNESS MUST NOTIFY THE BAILIFF AND THE CLERK OF THEIR APPEARANCE AND CLAIM THEIR ATTENDANCE EACH DAY. OTHERWISE NO FEES WILL BE ALLOWED.

* IF NOT APPLICABLE, ENTER "NONE".

IF ALL BLANKS ARE NOT FILLED IN, THE CLERK'S OFFICE WILL NOT ACCEPT THIS SUBPOENA.

RETURN OF SERVICE

TYPE OF SERVICE:	<input type="checkbox"/> PERSONAL	<input type="checkbox"/> RESIDENCE	<input type="checkbox"/> FAILURE
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RECEIVED BY SERVER	DATE	PLACE
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SERVED	DATE	PLACE
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SERVED ON (NAME)	FEES TENDERED <input type="checkbox"/> YES <input type="checkbox"/> NO AMOUNT \$ _____
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SERVED BY	TITLE
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STATEMENT OF SERVICE FEES

SERVICE	MILEAGE	TOTAL
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DECLARATION OF SERVER

I declare under penalty of perjury under the laws of the State of Ohio the foregoing information contained in the Return of Service and Statement of Service Fees is true and correct.

Executed on _____

Signature of Server

Address of Server

PURSUANT TO CIVIL RULE 45, (A), (1), (c):

(C) Protection of persons subject to subpoenas.

- (1) A party or an attorney responsible for the issuance and service of subpoena shall take reasonable steps to avoid imposing undue burden or expense on a person subject to that subpoena.
- (2) (a) A person commanded to produce under divisions (a) (1) (b) (ii), (iii), (iv), or (v) of this rule need not appear in person at the place of production or inspection unless commanded to attend and give testimony at a deposition, hearing, or trial.
 (b) Subject to division (D) (2) of this rule, a person commanded to produce under division (A) (1) (b) (ii), (iii), (iv), or (v), of this rule may, within fourteen days after service of the subpoena or before the time specified for compliance if such time is less than fourteen days after service, serve upon the party or attorney designated in the subpoena written objections to production. If objection is made, the party serving the subpoena shall not be entitled to production except pursuant to an order of the court by which the subpoena was issued. If objection has been made, the party serving the subpoena, upon notice to the person commanded to produce, may move at any time for an order to compel the production. An order to compel production shall protect any person who is not a party or an officer of a party from significant expense resulting from the production commanded.
- (3) On timely motion, the court from which the subpoena was issued shall quash or modify the subpoena, or order appearance or production only under specified conditions, if the subpoena does any of the following:
 - (a) Fails to allow reasonable time to comply;
 - (b) Requires disclosure of privileged or otherwise protected matter and no exception or waiver applies;
 - (c) Requires disclosure of a fact known or opinion held by an expert not retained or specially employed by any party in anticipation of litigation or preparation for trial as described by Civ. R. 26(B) (4), if the fact or opinion does not describe specific events or occurrences in dispute and results from study by that expert that was not made at the request of any party;
 - (d) Subjects a person to undue burden,
- (4) Before filing a motion pursuant to division (C) (3) (d) of this rule, a person resisting discovery under this rule shall attempt to resolve any claim of undue burden through discussions with the issuing attorney. A motion filed pursuant to division (C) (3) (d) of this rule shall be supported by an affidavit of the subpoenaed person or certificate of that person's attorney of the efforts made to resolve any claim of undue burden.
- (5) If a motion is made under division (C) (3) (c) or (C) (3) (d) of this rule, the court shall quash or modify the subpoena unless the party in whose behalf the subpoena is issued shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship and assures that the person to whom the subpoena is addressed will be reasonably compensated.

(D) Duties in responding to subpoena.

- (1) A person responding to a subpoena to produce documents shall, at the person's option, produce them as they are kept in the usual course of business or organized and labeled to correspond with the categories in the subpoena. A person producing documents pursuant to a subpoena for them shall permit their inspection and copying by all parties present at the time and place set in the subpoena for inspection and copying.
- (2) When information subject to a subpoena is withheld on a claim that it is privileged or subject to protection as trial preparation materials under Civ. R. 26(B) (3) or (4), the claim shall be made expressly and shall be supported by a description of the nature of the documents, communications, or things not produced that is sufficient to enable the demanding party to contest the claim.

ADDITIONAL INFORMATION