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Scottsdale City Court • 3700 N 75th Street Scottsdale, AZ 85251 • (480) 312-2442

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Fax: (480) 312-2764 • [court@scottsdaleaz.gov](mailto:court@scottsdaleaz.gov) • [www.ScottsdaleAZ.gov/Court](http://www.ScottsdaleAZ.gov/Court)  
ORI: AZ007111J • Maricopa County, Arizona

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### **Subpoena or Subpoena Duces Tecum**

This form is used to make a written request to a Judge for witnesses to appear at a specified hearing date and time (Subpoena) or for an entity or individual to provide specific records (Subpoena Duces Tecum). Please allow 5-6 business days for the Court to process your subpoena, the Court will contact you regarding any approved subpoenas and how to obtain them in person to get them properly served.

If filing a subpoena on a criminal case, the Defendant must also submit a copy of the subpoena to the Prosecutor's Office. Their address is: City of Scottsdale Prosecutor's Office, 3700 North 75<sup>th</sup> Street, Scottsdale, Arizona 85251. Their fax number is (480) 312-7795.

### **Instructions for filing Subpoena or Subpoena Duces Tecum**

- 1) Complete all necessary information on the form. Every section needs a response, if something does not apply please write a "0" or "N/A" for not applicable.
- 2) Submit the completed form to the Court.

#### **If filing by email:**

Attach the completed form and send to [court@scottsdaleaz.gov](mailto:court@scottsdaleaz.gov).

Only Word and PDF documents will be accepted. Photos (.jpeg or other photo files) will not be accepted.

#### **If filing by fax:**

Fax the completed form to Scottsdale City Court at (480) 312-2764.

#### **If filing by mail:**

Mail the completed form to Scottsdale City Court, 3700 North 75<sup>th</sup> Street, Scottsdale, Arizona 85251.

#### **If filing in person:**

Bring the completed form to the Court, take a number in the lobby and wait for a Clerk to assist you or you may place your filing in the drop box.

It is the filer's responsibility to ensure the Court is in receipt of your filing. All responses will be sent via USPS mail to the last address on file.



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STATE OF ARIZONA

VS.

Case #:

Complaint #:

## Subpoena

Subpoena  Subpoena Duces Tecum

THE STATE OF ARIZONA TO:

(Name & Address of Witness)

**YOU ARE ORDERED to appear** at the Scottsdale City Court, 3700 N 75th St, Scottsdale, AZ on:

Date: \_\_\_\_\_

Time: \_\_\_\_\_m.

Courtroom: \_\_\_\_\_

And to remain there until excused by the Judge conducting the proceeding to give testimony on behalf of the:  State  Defense

**YOU ARE FURTHER ORDERED** to bring with you the following items: \_\_\_\_\_

Please call \_\_\_\_\_ one business day before the court date to verify your need to appear.

IF YOU FAIL TO APPEAR AS ORDERED, A WARRANT MAY BE ISSUED FOR YOUR ARREST AND YOU MAY BE PROSECUTED UNDER PROVISIONS OF THE ARIZONA REVISED STATUTES.

### Attorney/Party Requesting Subpoena

Please contact the court if you need special accommodations (such as assistive devices, interpreters, etc.)

DATED: \_\_\_\_\_

JUDGE: \_\_\_\_\_

### CERTIFICATE OF PERSONAL SERVICE

STATE OF ARIZONA, county of \_\_\_\_\_

The undersigned swears (or affirms) that he/she is qualified to serve this subpoena and did so by showing the original to and informing the witness of its contents and by delivering a copy thereof as follows:

DATE RECEIVED: \_\_\_\_\_ DATE SERVED: \_\_\_\_\_ TIME SERVED: \_\_\_\_\_

PERSON SERVED: \_\_\_\_\_

LOCATION WHERE SERVED: \_\_\_\_\_

Precinct: \_\_\_\_\_, County: \_\_\_\_\_

\_\_\_\_\_  
*Officer Serving Document*

SUBSCRIBED AND SWORN to before me on this date: \_\_\_\_\_

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
*Notary Public*

### CERTIFICATE OF PERSONAL SERVICE BY MAILING

I certify that, pursuant to ARS § 13-4072, a copy of this subpoena was sent by:

Certified Mail, Addressee Only, Return Receipt Requested;

First Class Mail, Certificate of Service and Return Card included; to the person and address listed above.