Approved, SCAO

Original - Return
1st copy - Person subject to subpoena
2nd copy - Requesting person's file

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	SUBPOENA FOR OUT-OF-STATE CASE	

Court address **Court telephone no.**

This subpoena is issued for the following out-of-state case under MCL 600.2201 *et seq.*

Case name		
Name of state/territory where case is filed	Name of court	Case number

Note: Attach a separate sheet containing the names, addresses, and telephone numbers of all attorneys of record and any parties not represented by an attorney.

Person requesting subpoena			
Address			
City	State	Zip	Telephone no.

In the Name of the People of the State of Michigan. TO:

YOU ARE ORDERED TO COMPLY WITH THE ATTACHED OUT-OF-STATE SUBPOENA:

☐ 1. Appear personally at the time and place stated below for the purposes stated in that subpoena:

Date: _____

Time: _____

Location: _____

☐ 2. Produce/Permit inspection or copying of the items stated in that subpoena.

☐ 3. Permit inspection of the premises identified in that subpoena.

THE TERMS OF THE OUT-OF-STATE SUBPOENA ARE INCORPORATED IN THIS ORDER BY REFERENCE. FAILURE TO OBEY THE COMMANDS OF THE SUBPOENA MAY SUBJECT YOU TO PENALTY FOR CONTEMPT OF COURT.

SEAL OF THE MICHIGAN SUPREME COURT · LANSING · JUSTITIAM MONITI DISCITE

_____
Date

_____
Circuit Court Clerk

SUBPOENA FOR OUT-OF-STATE CASE
Case No.

PROOF OF SERVICE

TO PROCESS SERVER: You must make and file your return with the person requesting the subpoena. If you are unable to complete service, you must return this original and all copies to the person requesting the subpoena.

CERTIFICATE / AFFIDAVIT OF SERVICE / NON-SERVICE

☐ **OFFICER CERTIFICATE**
I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party [MCR 2.104(A)(2)], and that: (notarization not required)

OR

☐ **AFFIDAVIT OF PROCESS SERVER**
Being first duly sworn, I state that I am a legally competent adult who is not a party or an officer of a corporate party, and that: (notarization required)

☐ I served a copy of the subpoena, together with _____ (including any required fees) by
Attachment

☐ personal service ☐ registered or certified mail (copy of return receipt attached) on:

Name(s)	Complete address(es) of service	Day, date, time

☐ I have personally attempted to serve the subpoena and required fees, if any, together with _____
Attachment
on the following person and have been unable to complete service.

Name(s)	Complete address(es) of service	Day, date, time

I declare that the statements above are true to the best of my information, knowledge, and belief.

Service fee	Miles traveled	Fee	
$		$	
Incorrect address fee	Miles traveled	Fee	**TOTAL FEE**
$		$	$

_____
Signature

_____
Name (type or print)

_____
Title

Subscribed and sworn to before me on _____ , _____ County, Michigan.
Date

My commission expires: _____ Signature: _____
Date Deputy court clerk/Notary public

Notary public, State of Michigan, County of _____

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of the subpoena and required fees, if any, together with _____
Attachment

_____ on _____
Day, date, time

_____ on behalf of _____ .
Signature