

**IN THE COURT OF COMMON PLEAS
CARROLL COUNTY, OHIO
CRIMINAL CASE SUBPOENA**

 Personal Service **Certified Mail Service**

Plaintiff

VS.

Case No. _____

Defendant

Judge: _____

TO: _____ (Name)
_____ (Address)
_____ (City-State-Zip)

YOU ARE HEREBY COMMANDED TO:

 Appear and give testimony at a (Trial, Hearing, Deposition) on the date, time and location specified below.

 Attend and produce books, papers, documents or other objects (see below for details) on the date, time and location specified below.

In the Carroll County Court of Common Pleas, Carroll County Ohio before the Honorable Judge _____

At Carrollton Ohio, on DAY _____ DATE _____ TIME _____

PLACE: CARROLL COUNTY COURT OF COMMON PLEAS, 4TH FLOOR OF THE COURTHOUSE, 119 South Lisbon St., Carrollton OH 44615

On behalf of the _____
Plaintiff/Defendant

DESCRIPTION OF ITEMS TO BE PRODUCED: _____

REQUESTING PARTY:

NAME & ADDRESS: _____
(Attorney for Plaintiff or Defendant) or (Plaintiff/Defendant, Pro Se)

Signature _____

ATTORNEY REG NO. _____ TELEPHONE NUMBER: (____) _____

**THE STATE OF OHIO
CARROLL COUNTY**

TO: _____ (Sheriff/ Process Server)

YOU ARE HEREBY COMMANDED TO SUBPOENA THE ABOVE NAMED PERSON

WITNESS MY HAND AND THE SEAL OF THIS COURT THIS _____ DAY OF _____ 20 _____

WILLIAM R. WOHLWEND, CLERK OF THE COURT OF COMMON PLEAS

BY: _____
Signature of: (Deputy Clerk/Chief Deputy Clerk)

******RETURN OF SERVICE******

I RECEIVED THIS SUBPOENA ON, _____ AND SERVED THE PARTY NAMED ON THE REVERSE HEREOF BY (Type of Service)
_____ (Date of Service)

I WAS UNABLE TO COMPLETE SERVICE FOR THE FOLLOWING REASON: _____

Sheriffs Fees _____
Service _____
Mileage _____
Copy _____
Total _____

(Signature of Serving Party)
Circle One: Deputy Sheriff Attorney
 Process Server Deputy Clerk
 Other _____

(C) **Protection of persons subject to subpoenas.**

(1) A party or an attorney responsible for the issuance and service of a subpoena shall take reasonable steps to avoid imposing undue burden or expense on a person subject to that subpoena.

(2Xa) A person commanded to produce and permit inspection and copying of designated books, papers, documents, or tangible things, or inspection of premises, need not appear in person at the place of production or inspection unless commanded to appear for deposition, hearing, or trial.

(b) Subject to division (DX2) of this rule, a person commanded to produce and permit inspection and copying 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 inspection and copying of any or all of the designated materials or of the premises. If objection is made, the party serving the subpoena shall not be entitled to inspect and copy the materials or inspect the premises 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 inspection and copying 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 condition, 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 an unretained expert's opinion or information not describing specific events or occurrences in dispute and resulting from the expert's study made not at the request of any party;
- (d) subjects a person to undue burden.

(4) Before filing a motion pursuant to division (Cx3xd) 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 (Cx3xd) of this rule shall be supported by an affidavit of the subpoenaed person or a certificate of that person's attorney of the efforts made to resolve any claim of undue burden.

(5) In cases under division (Cx3xc) or (Cx3xd) 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 a subpoena.**

(1) A person responding to a subpoena to produce documents shall produce them as they are kept in the usual course of business or shall organize and label them to correspond with the categories in the demand. 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 is privileged or subject to protection as trial preparations materials, 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.