

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

	Plaintiff/Petitioner	
v.	Case No. _____	
	Defendant/Respondent	

SUBPOENA IN A CIVIL MATTER (For Testimony and/or Documents)

To:

1. YOU ARE COMMANDED to appear to give your testimony before the
Honorable _____ in Room _____ ,
_____, Illinois on _____
at _____ AM PM
2. YOU ARE COMMANDED to appear and give your deposition testimony before a Notary Public
at: _____ in Room _____ ,
_____, Illinois on _____
at _____ AM PM
3. YOU ARE COMMANDED to mail the following documents in your possession or control
to _____ at _____ ,
on or before _____ at _____ AM PM
(THIS IS FOR RECORDS ONLY. THERE WILL BE NO ORAL INTERROGATORIES.):

Description continued on attached page(s).

Your failure to respond to this subpoena will subject you to punishment for contempt of this Court.

Iris Y. Martinez, Clerk of the Circuit Court of Cook County, Illinois
cookcountyclerkofcourt.org

Notice to Deponent:

- 1. The deponent is a public or private corporation, partnership, association, or governmental agency. The matter(s) on which examination is requested are as follows:

Description continued on attached page(s).

(A nonparty organization has a duty to designate one or more officers, directors, or managing agents, or other persons to testify on its behalf, and may set forth, for each person designated, the matters on which that person will testify. Ill. Sup. Ct. Rule 206.)

- 2. The deponent's testimony will be recorded by use of an audio-visual recording device, operated by _____ .
(Name of Recording Device Operator)

- 3. No discovery deposition of any party or witnesses shall exceed three hours regardless of the number of parties involved in the case, except by stipulation of the parties or by order upon showing that good cause warrants a lengthier examination. Ill. Sup. Ct. Rule 206(d).

Atty. No.: _____
Pro Se 99500

Name: _____

Atty. for (if applicable): _____

Issued by: /s/ _____

Attorney Signature
 Clerk of Court

Address: _____

City: _____

Date: _____

State: _____ Zip: _____

Telephone: _____

Primary Email: _____

I served this subpoena by mailing a copy, as required by Ill. Sup. Ct. Rules 11, 12 and 204(a) (2),

to _____ by certified mail, return receipt requested

(Receipt # _____) on _____. I paid the witness \$ _____ for witness and mileage fees.

I served this subpoena by handing a copy to _____

on _____. I paid the witness \$ _____ for witness and mileage fees.

/s/ _____

(Signature of Server)

(Print Name)

Iris Y. Martinez, Clerk of the Circuit Court of Cook County, Illinois

cookcountyclerkofcourt.org