

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.

Mariyana T. Spyropoulos, 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:

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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)

**Mariyana T. Spyropoulos, Clerk of the Circuit Court of Cook County, Illinois**

**cookcountyclerkofcourt.org**