

Subpoena Service

Subpoenas can be obtained from the Court Administrator's Office in the county where the court action is filed. Someone who is NOT part of the court action can make service of a Subpoena. The Todd County Sheriff's Office Civil Process Division also will serve Subpoenas. The Sheriff's Office will charge a fee for the service of a Subpoena.

To have the Sheriff's Office serve a Subpoena, a Service Information Sheet (see link), the original and a copy along with an advance fee must be given to the Sheriff's Office. After service the original Subpoena along with a Certificate of Service and a billing for mileage will be returned to the party. It is the responsibility of the party to return these to the Court Administrator.

If the Subpoena is for a civil case, an advance fee must be paid to the witness and must be provided to the witness at the time of service. It is the responsibility of the person requesting service to pay these fees, please check statutes and rules for the applicable fee.