

Using This Revisable PDF Form

1. Copies
 - a. Original – to serving officer for use in providing proof of service, then to court.
 - b. First copy – to person being summoned.
2. Prepared by judge, clerk or (in criminal cases) by prosecuting attorney.
3. Attachments – none.
4. Preparation details – none.

SUBPOENA FOR WITNESS

COMMONWEALTH OF VIRGINIA
RULE 3A: 12(a); VA. CODE § 19.2-267

Case No. 1

..... 2 Court

..... 3

ADDRESS OF COURT

TO: 4 or any other authorized officer
DESIGNATION OF OFFICER

You are commanded to summon (name and address):

..... 5

To the person summoned:

You are commanded to appear in this Court on

..... 6, at 6, to testify in the case of

Commonwealth v. 7

..... 8 v. 8

- This subpoena in the above named case is issued on application of the
- | | | | |
|---|---|---------------------------------------|------------------------------------|
| 9 | { | <input type="checkbox"/> Commonwealth | <input type="checkbox"/> Defendant |
| | | <input type="checkbox"/> County | <input type="checkbox"/> Plaintiff |
| | | <input type="checkbox"/> City | <input type="checkbox"/> Juvenile |
| | | <input type="checkbox"/> Town | |

..... 10
DATE

..... 11
 JUDGE
 CLERK

by
DEPUTY CLERK
 PROSECUTING ATTORNEY

.....
ADDRESS

.....
VIRGINIA STATE BAR NUMBER
 DEFENSE ATTORNEY

.....
ADDRESS

.....
VIRGINIA STATE BAR NUMBER

RETURN OF SERVICE

12 Personal Service Being unable to make personal service, a copy was delivered in the following manner:

Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above:
.....

Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.)

Delivered to a person found in charge of usual place of business or employment during business hours and giving information of its purport.

not found

....., Sheriff

Date

by, Deputy Sheriff

Data Elements

1. Court case number.
2. Name of court.
3. Street address of court.
4. Name of officer to whom subpoena delivered for service and his bailiwick (e.g. "Sheriff of Madison County," etc.).
5. Name and address of person to be summoned.
6. Date and time of required appearance in court by the person subpoenaed.
7. Insert name of the accused if the Commonwealth is the plaintiff.
8. Insert the complete style of the case if other than Data Element No. 7.
9. Check the appropriate box to describe the party requesting the Subpoena for Witness.
10. Date of issuance of Subpoena for Witness.
11. Signature of person issuing the Subpoena for Witness. Check the appropriate title box and insert the applicable information in the blank lines provided.
12. Return of service is to be completed by sheriff.