Steps to E-File a Subpoena

Steps to E-File a Subpoena:

Menu Selection:

1. Select **Miscellaneous → Subpoena**

Case Lookup tab:

2. Select **County**
3. Select **Standard** or **Non-Standard** Case Type
   - Non-Standard Examples: J, CR-AP, MAP, PCR, P-CR, FM
4. Select **Case Type**
5. Select **Year**
6. Type **Case Number** (Sequential number)
   - Example: 17
7. Select Yes **Additional Cases**, to batch file the Subpoena(s) into multiple cases.
   Important: Additional/Multiple case Subpoena filings are only available for filings without fees, such as government agency filings and subpoenas filed with a fee waiver.
   OR
   Select No **Additional Cases** to file the Subpoena(s) into a single case.
8. Click **Next** button

Additional Cases tab (Only if Yes is selected in Case Lookup tab):

9. Click **Add Related Cases** button (Optional) to add cases related to the case entered in Case Lookup tab.
10. **Select/De-Select** Related Cases
11. Click **OK** button to add related cases or **Cancel** button to proceed without adding related cases.
12. Click **Add** button (Optional) to add cases related and/or unrelated to the case in Case Lookup tab.
13. Select **County**
14. Select **Case Type**
15. Select **Year**
16. Type **Sequence** (Sequential number for case)
    - Example: 11
17. Click **OK** button to add case(s) or **Cancel** button to proceed without adding case(s).
18. Click **Next** button

Party List tab:

19. **Parties – Notified Electronically** indicates parties/attorneys that will receive electronic Notification of Filing.
20. **Parties – Notified by Mail** indicates parties/attorneys that the E-Filer is responsible for providing Notification of Filing.
21. Click **Next** button

WARNING: *All parties MUST be listed in the Party List tab prior to filing.*
Contact the Circuit Clerk's Office, before proceeding with filing, if parties are missing from the case.

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Subpoena tab:

22. Type detailed **Description** of Subpoena
23. Check **Substantial Hardship Requested** checkbox, if applicable.

Appearance:

24. Select Appearance **Command**, if applicable
25. Select **Reason**
26. Select **Appearance Date(s)**
27. Enter **Address**
28. Enter **City**
29. Select **State**
30. Enter **Zip**

Production/Inspection of Items:

31. Select Production/Inspection of Items **Command**, if applicable
32. Select **Deadline Date**
33. Enter location or details in **Deliver items to** field
34. Enter **Items**
35. Check box *I will upload a Production/Inspection of Items document.*, if applicable.

Important: Items field must be completed OR checkbox must be checked to continue.

Tip: *"See attached Production/Inspection of Items document."* is printed on Subpoena, if checkbox is checked.

Inspection of Premises:

36. Select Inspection of Premises **Command**, if applicable
37. Select **Inspection Date**
38. Enter **Address**
39. Enter **City**
40. Select **State**
41. Enter **Zip**
42. Enter **Notes**
43. Click **Next** button

Parties Represented tab:

44. Verify or check appropriate box(es) to indicate **Parties Represented** by the E-Filer
45. Click **Next** button

File Subpoena   Case: **CC-98-2022-C-17**   Style: **Jane Doe v. John Doe**

| Case Lookup | Party List | Subpoena | Parties Represented | Subpoena Party | Subpoena New Wit |

Description:

(23) Substantial Hardship Requested (Affidavit of Indigency)

Command: (24) ☑ Appearance   ☐ Production/Inspection of Items   ☐ Inspection of Premises

Detail:

Appearance

(25) Reason:
(26) Appearance Date(s):   Through:
(27) Address:
(28) City:
(29) State:
(30) ZIP:

Command: ☐ Appearance   (31) ☑ Production/Inspection of Items   ☐ Inspection of Premises

Detail:

Production/Inspection of Items

(32) Deadline Date:
(33) Deliver items to:
(34) Items:

(35) ☐ I will upload a Production/Inspection of Items document.

Command: ☐ Appearance   ☐ Production/Inspection of Items   (36) ☑ Inspection of Premises

Detail:

Inspection of Premises

(37) Inspection Date:
(38) Address:
(39) City:
(40) State:
(41) ZIP:

Notes: (42)

Back   Next (43)

| Case Lookup | Party List | Subpoena | Parties Represented |

Refresh   Add Attorneys

#	Party	Name
(44) ☐	P-001	Jane Doe
☐	D-001	John Doe

Back   Next (45)

Steps to E-File a Subpoena

Subpoena Party tab (<u>without</u> Additional Cases):
46. Select a **Party**
47. Click **Set Service** button
48. Select **Service** via **Service Type** list
49. Verify/Update **Address**
50. Click **OK** button
    ➢ Repeat Steps 46-50 to subpoena additional parties.
51. Click **Next** button

Subpoena Party tab (<u>with</u> Additional Cases):
52. Click **Add** button
53. Select a **Party** from one or more cases
54. Click **Set Party Name/Address** button
55. Select **Service** tab
56. Select **Service** via **Service Type** list
57. Verify/Update **Address**
58. Click **OK** button
    ➢ Repeat Steps 52-58 to subpoena additional parties.
59. Click **OK** button
60. Click **Next** button

<u>Note</u>: If a service by "<u>Filer...</u>" **Service Type** is selected, a <u>Service.pdf</u> document will be emailed to the E-Filing Attorney (email registered by Attorney in E-File) and the E-Filing Attorney is responsible for service.

Tip: Skip to step 61 if parties to be subpoenaed are not already parties in the case.

Subpoena New Witness tab:
61. Click **Add** button
62. **Party Class** defaults to "Witness"
63. Select **Recurring Party** via list (Optional – see "Steps to Set Up Recurring Parties" E-File guide)
64. Select **Party Type**, "Individual" defaults
65. Select **Service** via **Service Type** list
    <u>Note</u>: If Service by "Filer..." is selected, <u>Service.pdf</u> document will be emailed to the e-filing Attorney to print & serve.
66. Complete **Witness** information fields
67. Click **OK** button
    ➢ Repeat Steps 61-67 to subpoena additional witnesses.
68. Click **Next** button

Steps to E-File a Subpoena

Documents tab:

69. Click **Add** button (Optional)
70. Click **Browse** button to locate & select the document.
71. Select Document **Type** via list
    - Affidavit of Indigency
    - Production/Inspection of Items
72. Type detailed **Description** of document
73. Click **Upload** button
    - Repeat Steps 69-73 to upload additional documents.
74. Click **Next** button

Payment Summary tab:

75. Select **Payment method**
76. Check box to agree to no refunds
77. Click **File and Pay** button

Notice: Additional/Multiple case batch subpoena filing is only available for filings without fees, such as government attorney subpoena filings and subpoenas filed with a fee waiver. Therefore, if a fee is due and a proper Government Agency is not selected, the filer will receive the following error message: *Multiple case batch subpoena filing with a fee is currently not supported.*