

REQUEST FOR FOREIGN SUBPOENA PROCEDURES
(OUT OF STATE COMMISSION)

Effective March 2, 2009, the following procedure will apply when a Request for Foreign Subpoena (Out of State Commission) is filed:

- Request for Foreign Subpoena must have a Second Judicial District Court caption (court and cause)
 - The **original** or **certified copy** of the Commission or Order from the foreign court must be attached as an Exhibit
 - Any other **original** or **certified copy** of any other document from the foreign court pertinent to the request must also be attached as Exhibits
 - Civil Cover Sheet is required
 - The current civil case filing fee applies

- Upon the filing of a Motion to Quash, Opposition, Objection or any other first appearance document
 - The current first appearance filing fee applies