

SUBPOENA CHECKLIST - TESTIMONY

This checklist is a summary of the steps required to subpoena a witness to testify at trial or an evidentiary hearing. Detailed instructions are available for each step in the SP-1 Subpoena Instructions.

SUBPOENA TO TESTIFY AT TRIAL OR EVIDENTIARY HEARING

- Complete, sign, and electronically file the Subpoena.
- Wait. You will receive electronic notification from eFlex once the Subpoena has been issued by the court.
- Print out a copy of the Subpoena and provide it to the person (a 3rd party) who is going to serve the Subpoena along with a money order or cashier's check for witness fees (see NRS 50.225 regarding fees and expenses of witnesses).
- Have the 3rd party serve the Subpoena (and witness fees) on the witness.
- Complete, sign, and electronically file Declaration of Personal Service of the Subpoena.