

IN THE CIRCUIT COURT OF THE TWENTY-SECOND JUDICIAL CIRCUIT
MCHENRY COUNTY, ILLINOIS

PEOPLE OF THE STATE OF ILLINOIS

vs.

Case Number _____

SUBPOENA DUCES TECUM

TO: _____

ADDRESS: _____

You are directed to produce the designated documents, objects or tangible things: _____

at least five (5) days prior to the following due date: _____, 20____

Time: _____

**YOUR FAILURE TO RESPOND TO THIS SUBPOENA OR TO COMPLY WITH COURT RULES
MAY SUBJECT YOU TO PUNISHMENT FOR CONTEMPT OF COURT.**

YOU MAY COMPLY WITH THIS SUBPOENA BY APPEARING IN PERSON IN COURT ON THE RETURN DATE WITH SUBPOENAED MATERIALS. YOU ALSO MAY COMPLY BY MAILING LEGIBLE AND COMPLETE COPIES OF ALL SPECIFIED DOCUMENTS, OBJECTS OR TANGIBLE THINGS REQUESTED IN THIS SUBPOENA AT LEAST FIVE (5) DAYS BEFORE THE DUE DATE TO JUDGE _____ IN COURTROOM _____, McHENRY COUNTY GOVERNMENT CENTER, 2200 N. SEMINARY AVENUE, WOODSTOCK, ILLINOIS 60098. COMPLIANCE BY MAIL REQUIRES THAT THE ATTACHED CERTIFICATE BE SIGNED AND RETURNED. **DO NOT SEND THESE MATERIALS TO ANYONE OTHER THAN JUDGE _____ . DO NOT RETURN THESE MATERIALS TO THE OFFICE OF THE CLERK OF THE CIRCUIT COURT.**



KATHERINE M. KEEFE, McHenry County
Clerk of the Circuit Court, Twenty-Second Judicial
Circuit, and the seal thereof, at Woodstock, Illinois.
Date: _____, 20____

Katherine M. Keefe
CLERK OF THE CIRCUIT COURT

THIS SUBPOENA IS VALID ONLY WHEN BOTH PAGES ARE COMPLETED

CERTIFICATION

I hereby certify, under penalty of perjury and contempt of Court, that I have examined the subpoena issued in this cause and that the documents, objects and tangible things attached hereto represent full and complete compliance with said subpoena.

Date: _____, 20_____

Signature: _____

Print Name: _____

NOTICE TO WITNESS

The attorney who has requested this subpoena is listed below. Any questions regarding your knowledge of the subject matter or testimony in the case should be directed to him/her or your attorney.

DO NOT CALL THE CIRCUIT CLERK.

SERVICE

I served this subpoena by delivering a copy to _____
on _____ and I paid the witness \$_____ for witness
and mileage fees.

Signature of Person Serving Subpoena

SUBSCRIBED and SWORN to
before me this _____ day
of _____, 20_____.

NOTARY PUBLIC

Name: _____

Attorney for: _____

Address: _____

City, State Zip: _____

Telephone: _____

AFTER SERVICE, THE ORIGINAL MUST BE FILED WITH THE CLERK OF THE CIRCUIT COURT ALONG WITH THE ENDORSEMENT OF SERVICE.

NOTICE

A copy of said subpoena and notice of service shall be mailed first class within forty-eight (48) hours of issuance to all parties having appeared in the action.