

**IN THE MUNICIPAL COURT, ZANESVILLE, OHIO**

\_\_\_\_\_  
Plaintiff  
vs.  
\_\_\_\_\_  
Defendant

Case No.: \_\_\_\_\_  
SUBPOENA  
\_\_\_\_ Criminal  
\_\_\_\_ Duces Tecum

The City of Zanesville  
MUSKINGUM COUNTY, ss:

To the BAILIFF OF MUNICIPAL COURT, ZANESVILLE, OHIO 43701  
YOU ARE HEREBY COMMANDED TO SUBPOENA THE FOLLOWING NAMED  
PERSON, to-wit:

To be and appear before the ZANESVILLE MUNICIPAL COURT, 332 SOUTH STREET  
ZANESVILLE, Ohio on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_ o'clock \_\_\_\_  
M to testify as a witness in a certain case pending in said Court on behalf of the  
\_\_\_\_\_.

**YOU ARE FURTHER ORDERED TO BRING WITH YOU:**

and not depart the Court without leave and therein to fail not, under penalty of the law,  
and to have then and there this writ. Present this subpoena to the Clerk of Court upon  
your arrival and before you leave. You may be held in contempt of Court for failure to  
appear.

Person being subpoenaed resides outside the County in which the Court is located.  
1 day witness fee and mileage in the amount of \$ \_\_\_\_\_ is attached.

**RETURN OF SERVICE**

Service \$ \_\_\_\_\_  
Mileage \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

\_\_\_\_\_  
Attorney for Plaintiff/Defendant

Date of Service:

Witness my hand and seal of Court

**TYPE OF SERVICE:**

\_\_\_\_ Personal  
\_\_\_\_ Residential  
By leaving a copy with \_\_\_\_\_

Vicky D. Kirk, Clerk Zanesville  
Municipal Court

By: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Sheriff-Bailiff-Process Server

Fee paid to witness by Clerk \$ \_\_\_\_\_

See the back of this form for your rights and duties under Subpoena

## RULES OF CIVIL PROCEDURE

### RULE 45. Subpoena

#### (C) PROTECTION OF PERSONS SUBJECT TO SUBPOENAS.

(1) A party or an attorney responsible for the issuance and service of a subpoena shall take reasonable steps to avoid imposing undue burden or expense on a person subject to that subpoena.

(2) (a) A person commanded to produce under Divisions (A)(1)(b)(ii),(iii),(iv), or (v) of this rule need not appear in person at the place of production or inspection unless commanded to attend and give testimony at a deposition, hearing, or trial.

(b) Subject to division (D)(2) of this rule, a person commanded to produce under Divisions (A)(1)(b)(ii),(iii),(iv), or (v) of this rule may, within fourteen days after service of the subpoena or before the time specified for compliance if such time is less than fourteen days after service, serve upon the party or attorney designated in the subpoena written objections to production. If objection is made, the party serving the subpoena shall not be entitled to production except pursuant to an order of the Court by which the subpoena was issued. If objection has been made, the party serving the subpoena, upon notice to the person commanded to produce may move at any time for an order to compel the production. An order to compel production shall protect any person who is not a party or an officer of a party from significant expense resulting from the production commanded.

(3) On timely motion, the Court from which the subpoena was issued shall quash or modify the subpoena, or order appearance or production only under specified conditions, if the subpoena does any of the following:

(a) Fails to allow reasonable time to comply;

(b) Requires disclosure of privileges or otherwise protected matter and no exception or waiver applies;

(c) Requires disclosure of a fact known or opinion held by an expert not retained or specially employed by an y party in anticipation of litigation or preparation for trial as described by Civ. R. 26(B)(4), if the fact or opinion does not describe specific events or occurrences in dispute and results from study by that expert that was not made at the request of any party;

(d) Subjects a person to undue burden.

(4) Before filing a motion pursuant to Division (C)(3)(d) of this rule, a person resisting discovery under this rule shall attempt to resolve any claim of undue burden through discussions with the issuing attorney. A motion filed pursuant to Division (C)(3)(d) of this rule shall be supported by an affidavit of the subpoenaed person or a certificate of that person's attorney of the efforts made to resolve any claim of undue burden.

(5) If a motion is made under Division (C)(3)(c) or (C)(3)(d) of this rule, the Court shall quash or modify the subpoena unless the party in whose behalf of the subpoena is issued shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship and assures that the person to whom the subpoena is addressed will be reasonably compensated.

(D) DUTIES IN RESPONDING TO SUBPOENA. (1) A person responding to a subpoena to produce documents shall, at the person's option, produce them as they are kept in the usual course of business or organized and labeled to correspond with the categories in the subpoena. A person producing documents pursuant to a subpoena for them shall permit their inspection and copying by all parties present at the time and place set in the subpoena for inspection and copying.

(2) When information subject to a subpoena is withheld on a claim that it is privileges or subject to protection as trial preparation materials under Civ. R. 26(B)(3) or (4), the claim shall be made expressly and shall be supported by a description of the nature of the documents, communications, or things not produced that is sufficient to enable the demanding party contest the claim.