

SKAGIT COUNTY DISTRICT COURT  
600 S. THIRD \* PO Box 340  
Mount Vernon, WA 98273-0340  
(306) 336-9319

\_\_\_\_\_ ] Case No. \_\_\_\_\_  
PLAINTIFF ] PRAECIPE (REQUEST) FOR  
VS ] [ ] SUBPOENA  
] [ ] SUBPOENA DUCES TECUM  
] ]  
] ]  
] ]  
DEFENDANT ]

The undersigned party hereby requests that a subpoena and/or subpoena duces tecum be issued in the above entitled matter for:

TO: (Name of person subpoenaed) \_\_\_\_\_  
(Address of person subpoenaed) \_\_\_\_\_  
\_\_\_\_\_

TO REQUIRE SAID PERSON TO APPEAR PERSONALLY BEFORE THE ABOVE ENTITLED COURT ON:

The \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_ at \_\_\_\_\_ M

[ ] To testify in the above entitled hearing on the part of the undersigned. The witness will testify about \_\_\_\_\_

[ ] To provide and bring to Court originals (or true copies) of the following documents or records:  
\_\_\_\_\_  
\_\_\_\_\_

By this request, the undersigned certifies that the attendance of the witness is necessary, and is not issued to vex or annoy or to delay trial, and the undersigned further certifies that all of the instructions on the reverse side of this request have been read, and that:

The witness lives:  
[ ] in Skagit County and within 20 miles of the Courthouse  
or  
[ ] outside Skagit County or more than 20 miles from the Courthouse, to-wit: \_\_\_\_ miles from the courthouse.

Dated \_\_\_\_\_ 200\_\_ \_\_\_\_\_  
Signature of Requesting Party

**RULES RELATING TO DUTIES OF A PERSON REQUESTING ISSUANCE OF A SUBPOENA APPEAR ON THE REVERSE SIDE OF THIS SUBPOENA REQUEST (RCW 5.56.010)**

RULES GOVERNING ISSUANCE OF SUBPOENAS  
(RCW 5.56.010, CRLJ 45 AND CR 45)

1. WITNESS FEES

- A. If a witness lives within Skagit County and within 20 miles of the Courthouse, the witness is entitled to be paid a witness fee of \$10 and mileage to and from the Court at the prevailing rate per mile and is entitled to have such fees tendered in advance if demanded by said witness at the time the subpoena is served.
- B. If the witness lives outside Skagit County, or more than 20 miles from the Courthouse, the witness is entitled to receive a witness fee, and cost of travel, meals and lodging when the subpoena is served.

**THE COURT WILL SET THESE FEES AND THEY WILL BE ENDORSED ON THE SUBPOENA WHEN IT IS ISSUED.**

The Court must approve all subpoenas for out of county witnesses. (the Court may, at or after trial, fix additional amounts for meals, lodging and travel, as the Court deems reasonable for attendance of the witness at trial.)

2. SERVICE OF SUBPOENA

- A. Service may be made:
  - By any Washington State sheriff or municipal peace officer, or
  - By any person over 18 years not a party to the action in the manner set forth in CR45.
- B. Proof of such service must be made by affidavit and filed herein.
- C. Arrangements to have the subpoena served must be made promptly too insure that the witness will be available for the hearing, and to give the witness time to move for protective orders, if any.

3. RELIEF FROM SUBPOENA DUCES TECUM

If this subpoena commands production of books, papers, documents, or tangible things designated on the subpoena duces tecum, the witness has the right to ask that the subpoena duces tecum be quashed or modified unless the cost of such production is paid in advance, or on the grounds that it is unreasonable or oppressive.

**REMEMBER, THE CLERK OF THE COURT WILL NOT ARRANGE FOR SERVICE OF THE SUBPOENA. THE PARTY REQUESTING ISSUANCE OF THE SUBPOENA MUST DO SO CONSISTENT WITH THE FOREGOING RULES.**

**I have read the foregoing information about procedures for issuance of a subpoena, and understand that it is my responsibility to arrange for service of the subpoena and payment of witness fees and costs.**

Dated \_\_\_\_\_ 200\_\_

\_\_\_\_\_  
Signature of person requesting  
issuance of subpoena