



Berea Municipal Court

11 Berea Commons * Berea, Ohio 44017

(440) 826-5860

Civil Fax: (440) 891-3387 * Traffic/Criminal Fax: (440) 234-2768

www.bereamunicipalcourt.org

Mark A. Comstock
Judge

Raymond J. Wohl
Clerk of Courts

STATE OF OHIO
COUNTY OF CUYAHOGA
CITY OF BEREA

TO:

You are required to attend under penalty of the law, before the

BEREA MUNICIPAL COURT
11 BEREA COMMONS
BEREA, OHIO 44017

ON

SUBPOENA

_____ **Plaintiff**

vs.

_____ **Defendant**

Case No: _____

Charge _____ O.R.C.
 Cod. Ord.

_____ **Day and Date**

_____ **Time**

to testify as to such matters and things which you may know in a certain action pending in this Court, and bring with you:

You have been subpoenaed by:

Name of Party Phone No. Attorney Phone No.

This subpoena will remain in effect for forty-five (45) days after the above date, should the case be continued. You are not to leave the Berea Municipal Court until you are officially discharged.

You may receive written permission from the party who subpoenaed you to appear at a different time or date by specific arrangement. That party has the right to release you or to change the date and time. If you fail to make other arrangements, you must be here as ordered above.

Witness, RAYMOND J. WOHL, Clerk of the Berea Municipal Court and the seal thereof, this _____ day of _____, 20 _____.

By: _____
CLERK OF COURT

RETURN OF SERVICE OF SUBPOENA – must be filed with the Court before the Trial:

Received this subpoena and afterwards:

BALIFF FEE: _____

- I delivered a copy to the above personally.
- I read this subpoena to the above personally.
- I left a copy at the place of residence.
- I could not locate individual.
- I did not serve due to _____
- Service accepted: _____

Signature of Witness

Witnesses are entitled to be paid \$.10 per mile to and from the Court and/or witness fee of \$6.00 per half day (in advance if demanded or if witness is out of county).

Served by: _____
Print and sign name, address and phone no. Date: