

SUBPOENA INSTRUCTIONS

Contested Traffic/Parking Infractions

You may subpoena any witness, including the officer, to appear at your **CONTESTED** Hearing. In order for your subpoena to be valid you must follow these instructions. If you wish to subpoena someone other than the officer, you may be directed to see a Court Commissioner for clarification of your subpoena rights.

COMPLETING THE SUBPOENA SECTION

Top Half of Form

1. Check the box for (1) City or State, fill in the, (2) Cause Number (Case or Ticket Number,) and your (3) name *as* defendant;
2. Complete the name and address of the (4) witness. For officers, also fill in the agency, (Spokane Police, Parking Enforcement, Spokane Airport Police, Spokane County Sheriff, Washington State Patrol);
3. Circle either (5) "Judge" or "Commissioner" that you are scheduled to appear before. Fill in the (6) date, time, and location of your hearing;
4. Have the subpoena (7) signed and dated by the Clerk at the counter. Lawyers may sign their own subpoena. If the witness resides outside Spokane County, the subpoena must be signed by a Judge or Commissioner;

COMPLETING THE AFFIDAVIT OF SERVICE SECTION

Bottom Half of Form

The person serving the subpoena must be a citizen of the United States and a resident of the State of Washington, and over 18 years of age. The person cannot be a party to the case, i.e., defendant. The subpoena must be served at least 7 days prior to your hearing date for it to be valid.

1. Fill in the (8) date, time and place of serving the subpoena;
2. Check how the subpoena is served (9). The pink copy should be given to the witness;
3. The person serving the subpoena should (10) fill in place and date of certification, sign and print their name, and title, if an officer, in the space provided;
4. To serve a Police Officer, or Deputy Sheriff, the copy should be left at the Police/Sheriff Desk in the main lobby of the Public Safety Building. To serve a Parking Enforcement Officer, the copy should be left at the Street Department, 901 N Nelson St. To serve an Airport officer, the copy should be left at the Airport Police desk at the Spokane International Airport. To serve a Washington State Patrol Officer, leave the copy at the Washington State Patrol Office, West 6403 Rowand Road. Have the officer on duty (11) date, sign and fill in title and personnel number at the bottom of the white copy.

RETURN THE WHITE COPY TO THE COURT TO BE FILED