

THE WARREN COUNTY COURT

550 JUSTICE DRIVE, LEBANON, OHIO 45036

To Whom It May Concern:

To issue civil subpoenas please note there must be attached an *individual check or money order* **made out to each individual witness**. If the witness address is in Warren County attach a \$6.00 check / money order and if the witness lives outside of Warren County attach a \$12.00 check / money order **made out to each individual witness**. Please note the court cannot accept cash or one lump sum check / money order for multiple witnesses.

In addition to each individual check the filing fee for service for all individuals can be cash, check or money order made out to Warren County Court. The cost for service is \$7.50 for certified mail per individual served or \$30.00 deposit for Sheriff/ Personal Service. Please note after name and address which are to be certified mail or Sheriff for each individual.

EXAMPLE: - 4 WITNESS SUBPOENA

Witness A- check /MO to Witness A for \$6.00 (in county) - certified mail	\$7.50
Witness B- check/ MO to Witness B for \$6.00 (in county) – Sheriff Service	\$30.00
Witness C- check/ MO to Witness C for \$12.00 (out of county)- certified mail	\$7.50
Witness D- check/ MO to Witness D for \$12.00 (out of county)-Sheriff Service	\$30.00

Cash, check or money order made out to Warren County Court.