

STATE OF ILLINOIS
IN THE CIRCUIT COURT OF THE 17TH JUDICIAL CIRCUIT
COUNTY OF WINNEBAGO

PEOPLE OF THE STATE OF ILLINOIS

FILE STAMP

vs.

Case No. _____

Defendant,

SUBPOENA DUCES TECUM
(Not for Use in Civil Cases)

TO: _____

ADDRESS: _____

You are directed to produce the following designated documents, objects or tangible things:

at least five (5) days prior to the due date of: _____, 20____ at _____AM/PM.

**YOUR FAILURE TO RESPOND TO THIS SUBPOENA OR TO COMPLY WITH THE COURT RULES MAY
SUBJECT YOU TO PUNISHMENT FOR CONTEMPT OF COURT.**

YOU MAY COMPLY WITH THIS SUBPOENA BY APPEARING IN PERSON IN COURT ON THE RETURN DATE WITH
THE SUBPOENAED MATERIALS BEFORE JUDGE _____ IN COURTROOM _____, AT THE:
WINNEBAGO COUNTY COURTHOUSE, 400 W. STATE STREET, ROCKFORD, IL or
WINNEBAGO COUNTY CRIMINAL JUSTICE CENTER, 650 W. STATE STREET, ROCKFORD, IL

OR

YOU MAY ALSO COMPLY BY MAILING LEGIBLE AND COMPLETE COPIES OF ALL SPECIFIED DOCUMENTS,
OBJECTS OR TANGIBLE THINGS REQUESTED IN THIS SUBPOENA AT LEAST FIVE (5) DAYS BEFORE THE DUE
DATE TO:

COURT ADMINISTRATION OFFICE
WINNEBAGO COUNTY COURTHOUSE
400 W. STATE STREET
ROCKFORD, ILLINOIS 61101.

PLEASE INDICATE THE CASE NUMBER ON THE OUTSIDE OF THE ENVELOPE

COMPLIANCE BY MAIL REQUIRES THAT THE ATTACHED CERTIFICATE BE SIGNED AND
RETURNED. **DO NOT SEND THESE MATERIALS TO ANYONE OTHER THAN AS DIRECTED ON
THIS SUBPOENA, AND DO NOT RETURN THESE MATERIALS TO THE CLERK OF THE CIRCUIT
COURT.**

WITNESS, THOMAS A. KLEIN, Clerk of said Court,
and seal thereof, at his office in Rockford in Winnebago
County this ____ day of _____, 20 ____.

(Seal of Court)

Clerk of the Circuit Court

Deputy Clerk

THIS SUBPOENA IS ONLY VALID WHEN BOTH PAGES ARE COMPLETED

CERTIFICATION

I hereby certify, under penalty of perjury and contempt of court, that I have examined the subpoena issued in this cause and that the documents, objects and tangible things attached thereto represent full and complete compliance with said subpoena.

Date: _____

Signature: _____

Print Name: _____

NOTICE TO WITNESS

The attorney who has requested this subpoena is listed below. Any question regarding your knowledge of the subject matter or testimony in the case should be directed to him/her or your attorney.

DO NOT CALL THE CIRCUIT CLERK.

SERVICE

I served this subpoena by delivering a copy to _____
on _____ and paid the witness \$ _____ for witness and mileage fees.

Signature of Person Serving Subpoena

SUBSCRIBED and SWORN to
before me this _____ day
of _____, 20____.

NOTARY PUBLIC

Name: _____

Attorney for: _____

Address: _____

City, State, Zip: _____

Telephone: _____

**AFTER SERVICE, THE ORIGINAL MUST BE FILED WITH THE CLERK OF THE CIRCUIT COURT
ALONG WITH THE ENDORSEMENT OF SERVICE.**

NOTICE

A copy of said subpoena and notice of service shall be mailed first class within forty-eight (48) hours of issuance to all parties having appeared in the action.

APPENDIX KK