

# CITY OF STOUGHTON MUNICIPAL COURT

321 SOUTH FOURTH STREET  
PUBLIC SAFETY BUILDING  
STOUGHTON, WI 53589

608-873-6676

FAX 608-646-0470

*court@ci.stoughton.wi.us*

## Subpoena Instructions for Trial:

- Fill in the name and address of the witness you are subpoenaing. If you know the work address and home address, provide both.
- The court clerk will fill in the rest and obtain the Judge's signature. She will contact you when the signed subpoena is ready to be picked up or mailed to you.
- Take the original and make at least one copy. Have a reliable adult, *other than yourself*, personally hand-deliver a copy of the subpoena to the witness. It is not okay to mail it or leave it taped to the person's door. It must be handed to the person, or left at the person's place of business or residence with someone at least 14 years old. You can also arrange for a professional process server or the Dane County Sheriff's Department to deliver the subpoena. They will charge you for this service.
- You must also pay the witness at the time you serve the subpoena a \$5.00 witness fee, plus round-trip mileage from the person's home to the court at 321 South 4<sup>th</sup> Street, Stoughton, WI at \$.20 per mile. The payment must be by cash, check, money order or certified check. Have the witness sign a receipt showing the payment amount and date, if possible. Bring the receipt to trial.
- Have the person who served the subpoena fill out the bottom portion of the original subpoena and bring this to trial.
- Note, you will not be reimbursed for the witness costs even if you win the trial.
- The subpoena must be served no later than 72 hours prior to the trial date and time.