

## DEFENDANT'S INSTRUCTION FOR SUBPOENAS

1. At the top, fill in the name and address of the witness you are subpoenaing. If you know the business address and home address, provide both.
2. The clerk will fill in the rest. **NOTE:** Judge Rändi Othrow must see and sign subpoenas.
3. Take the original and make at least one copy. Have a reliable adult **personally deliver a copy to the witness** or arrange for a professional process server to do so. Professional process servers are listed in the phone book and will charge for the service. The Dane County Sheriff's Department will also serve this for you and charge for the service. They can be reached at (608) 255-2345. It is not OK to mail it to the witness and it is not OK to just leave it taped to the person's door. It must be handed to the person or left at the person's place of abode with someone at least 14 years old. It is better if left with an adult and you can confirm that the witness does reside where you left it.
4. **You must pay the witness the following at the time you serve the subpoena:** \$5.00 plus round trip mileage to the courthouse from the person's home at \$.20 per mile. You must pay the witness by cash, check or money order or certified check. Have the witness sign a receipt showing the payment amount and date. Bring the receipt to the trial.
5. Fill out the bottom portion of the original subpoena with the needed information. Bring the original subpoena with the bottom part filled out to the trial.
6. You will **NOT** be reimbursed for the witness costs even if you win the trial.

VILLAGE OF MCFARLAND  
Plaintiff,

SUBPOENA

Case No.:

vs.

\_\_\_\_\_  
Defendant.

STATE OF WISCONSIN )  
COUNTY OF DANE ) ss

THE STATE OF WISCONSIN TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your are hereby required to appear before the Honorable Rändi Othrow, Municipal Judge of the Village of McFarland, Wisconsin at the McFarland Municipal Court, 5915 Milwaukee Street, McFarland, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ (a.m./p.m.), to give evidence in the certain cause then and there to be tried between the plaintiff and \_\_\_\_\_, Defendant, on the part of the defendant.

You are further required to bring with you the following papers and documents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Failure to appear may result in punishment for contempt which may include monetary penalties, imprisonment and other sanctions.**

Dated at McFarland, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Month) (Year)

BY THE COURT:

\_\_\_\_\_  
Rändi Othrow  
McFarland Municipal Judge

I swear that I personally delivered a copy of this subpoena on the above named at:

\_\_\_\_\_ (address) at \_\_\_\_\_ o'clock \_\_\_\_\_.m. (time)

on \_\_\_\_\_

(Date)

(Signature of server)