

SUBPOENA – GENERAL

(Civil Cases)

IN THE STATE OF ILLINOIS, 4th JUDICIAL CIRCUIT COURT

COUNTY: _____

County Where You Are Filing the Case

Enter the case information as it appears on your other court documents.

PLAINTIFF/PETITIONER OR IN RE: _____

Who started the case

First, Middle, and Last Name or Business Name

DEFENDANTS/RESPONDENTS: _____

Who the case was filed against.

First, Middle, and Last Name or Business Name

Case Number _____

SUBPOENA – GENERAL

To:

Name: _____

First

Middle

Last Name

Address: _____

Street, Apt. #

City

State

Zip Code

Email Address: _____

YOU ARE COMMANDED to personally appear before the Fourth Judicial Circuit Court of Montgomery County at the Montgomery County Courthouse, 120 North Main St., Hillsboro, Illinois before Judge _____ in courtroom _____ on this day _____ at the hour of _____ ☐ AM ☐ PM to testify and anytime thereafter until released by the Court.

YOUR FAILURE TO COMPLY WITH THIS SUBPOENA MAY SUBJECT YOU TO PUNISHMENT FOR CONTEMPT OF THIS COURT.

NOTICE TO WITNESS:

The attorney or party who has requested this subpoena is listed herein. Any questions regarding your knowledge of the subject matter or testimony in the case should be directed to your attorney.

DO NOT CALL THE CIRCUIT COURT CLERK

(Seal of Court)

WITNESS _____

Clerk of the Court

SERVICE OF SUBPOENA

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

Signature of Affiant

SIGN BEFORE NOTARY

Signed and sworn to before me

On this date: _____

Signature of Notary

(Notary Seal)

SIGN

Under [735 ILCS 5/1-109](#), your signature means that you:

1) certify that everything in this document is true and correct, and 2) understand that making a false statement on this form is perjury and has penalties provided by law.

If you are filling out this form online, sign your name by typing it. If you are filling out this form by hand, sign and print your name.

Your Signature /s/ _____ Print Your Name _____

Your Address _____
Street, Apt. # City State Zip Code

Your Phone Number _____ Attorney Number (if any) _____

Your Email (if you have one) _____

Be sure to **check your email every day** so you do not miss important information, court dates, or documents from other parties.