

# SUBPOENA – GENERAL

(Civil Cases)

IN THE STATE OF ILLINOIS, 4<sup>th</sup> 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 \_\_\_\_\_

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.