

<b>JDF 80</b>	<b>District Court Subpoena</b>	
<b>A. District Court</b> Colorado County: Court Address:		<i>This box is for court use only.</i>
<b>B. Parties to the Case</b> Plaintiff/Petitioner: Vs. / & Defendant/Respondent:		
		<b>C. Case Details</b> Number: Division/Courtroom:

To: *(enter name)*

You are ordered to: *(check all that apply)*

**1. Attend and Give Testimony**

You are required to attend a: *(check one)*

Deposition       Hearing       Trial

At Location: *(enter full address)*

On: *(date - mm/dd/yyyy)*

At: *(time)*

As a witness for: *(name of party)*

**a) For Depositions Only:**

The deposition will be recorded by: *(check all that apply)*

Shorthand Reporter       Video       Audio

**2. Produce the Following**

By: *(Date for Production)*

Time:

You are required to produce the following books, papers and documents *(whether in physical or electronic form)*, or tangible things now in your possession, custody or control:

Place of Production: *(check one)*

- At the Event described in Section 1.
- Other: *(explain)*

**Note** Unless otherwise agreed to in writing by all parties, privilege holders, and the person subpoenaed, production must be made no sooner than 14 days from the date of service of this subpoena and no later than the date and time stated above. In the case of an expedited hearing pursuant to C.R.C.P. 45 or any statute, in the absence of such agreement, production shall be made only at the place, date and time in this subpoena.

### 3. Attachments

**a) Notice Form** *(civil cases only)*

If this Subpoena is used to produce records or tangible things, a Notice [Form JDF 80.1] must be attached with this Subpoena. It contains important information about protections for you and record production requirements.

**b) Subpoena Affidavit**

A Subpoena Affidavit [Form JDF 80.3] must be attached with this Subpoena.

### 4. Party Information

The names and contact information for the parties: *(or their attorney if represented)*

**a) Party Issuing the Subpoena** *(name)*

Their Attorney: *(if any)*

Full Mailing Address:

Phone:

Email:

**b) Party 2** *(name)*

Their Attorney: *(if any)*

Full Mailing Address:

Phone:

Email:

**c) Party 3** *(name)*

Their Attorney: *(if any)*

Full Mailing Address:

Phone:

Email:

**5. Signature**

Signed and issued by:

- Attorney       Court Clerk      (by signing above the Clerk certifies a Subpoena Affidavit (JDF 80.3) was provided with the subpoena request or draft subpoena.)

Dated:

**6. Service Information**

**Note to Party Issuing the Subpoena**

a) Be sure to file an Affidavit of Service [Form JDF 98] after completing Personal Service; or  
b) If the Subpoena Recipient agrees, they can waive Personal Service by signing below.

**Waiver Of Service**

I *(print your name)*

Waive Personal Service and accept service of this subpoena by mail, email, or fax. *(Check preference below)*

- By Mail to: *(enter street address)*  
*(enter city, state, & zip)*
- By Email: *(enter address)*
- By Fax: *(enter number)*

Signature:

Date:

Phone Number: