



WILSON COUNTY FOREIGN COURT SUBPOENA INSTRUCTIONS

The Clerk's Office issues *Foreign Court Subpoenas* pursuant to *T.C.A. §24-9-201* and the following items are required for issuance and service.

Subpoena Issuance

- * An **original** and **two (4) copies** of the *Foreign Court Subpoena* are required.
 1. Use the *Foreign Court Subpoena* form located on the Circuit Court Clerk website.
 2. Complete the information in **Blocks 1(A-C)** and **2**.
 3. Enter all other relevant information, i.e. attorney/law firm information, special instructions, etc.
- * A check made payable to the **Circuit Court Clerk's Office** is required for **\$6.00** for each Subpoena issued.

Subpoena Issuance

Service by Sheriff

- * A **separate check** will be required for service by Sheriff:
 1. A check made payable to the **Sheriff of Wilson County** for **\$42.00** for each *Subpoena* to be served. (For Wilson County both the service & the cost of the subpoena can be added together and paid with the same check.)
 2. If service is **outside** of *Wilson County*, check will be payable to the *Sheriff* of that county.

Service by Personal Service/Certified Mail

- * After the Clerk's Office issues the Subpoena, the issuing party is responsible for arranging service.

Circuit Court Clerk's Office

Office Hours: 8:00 a.m. to 4:00 p.m.
Phone: (615) 444-2042

Mailing Address

Circuit Court Clerk's Office
P.O. Box 518
Lebanon, TN 37088-0518

Street Address

Circuit Court Clerk's Office
134 S. College Street
Lebanon, TN 37087



WE TAKE CREDIT CARD PAYMENTS FOR CIRCUIT, FAMILY AND JUVENILE
CHILD SUPPORT COURTS AT THE LINK BELOW:

<https://payments.lexisnexis.com/tn/co/wilson/circuitcourt>