



## 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 three (4 total) 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