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GEAUGA COUNTY COMMON PLEAS COURT

100 Short Court STE 300, Chardon OH 44024

Sheila M. Bevington, Clerk of Courts

CASE NO: _____

PLAINTIFF _____

VS.

DEFENDANT _____

PRAECIPE FOR SUBPOENA

CIVIL/CRIMINAL

DUCES TECUM

GRAND JURY

To the Sheriff of _____ County, Ohio, Greetings:
YOU ARE HEREBY COMMANDED TO SUBPOENA THE FOLLOWING NAMED PERSON, to-wit:

SUBPOENA

TO: _____
(Name) (Address)

YOU ARE HEREBY COMMANDED TO, AT THE DATE TIME AND LOCATION LISTED BELOW:

- attend and give testimony at trial, hearing or deposition.
- produce the following documents, electronically stored information or tangible things at a trial, hearing or deposition _____

Date: _____ Time: _____ Location: _____

You may be held in contempt of Court for failure to appear. Present this subpoena to this Clerk of Courts' office after appearing. See the back of this form for your rights and duties under subpoena.

Witness fee of \$ _____ paid by _____ attached.

Signature

Attorney for Defendant/Plaintiff

Address

Contact the above signed Attorney/Party if you have any questions or objections at (_____) _____ (phone #)

\$ _____ DEPOSIT FOR SERVICE OF THIS WRIT

RETURN ON SERVICE

On the _____ day of _____, _____

I served was unable to serve the above-named individual by _____

Dated _____

Sheriff of _____ County

By _____

Service fees:

Service and Return \$ _____

Mileage \$ _____

Misc. Fee \$ _____

TOTAL \$ _____

WITNESS my hand and seal of said Court
on the _____ day of _____, 20__

SHEILA M BEVINGTON

Clerk of Court of Common Pleas

Chardon OH 44024

Sheila M. Bevington



RULES OF CIVIL PROCEDURE

RULE 45. Subpoena

(C) Protection of persons subject to subpoenas.

(1) A party or an attorney responsible for the issuance and service of a subpoena shall take reasonable steps to avoid imposing undue burden or expense on a person subject to that subpoena.

(2) (a) A person commanded to produce under divisions (A)(1)(b), (iii), (iv), (v), or (vi) of this rule need not appear in person at the place of production or inspection unless commanded to attend and give testimony at a deposition, hearing, or trial.

(b) Subject to division (D)(2) of this rule, a person commanded to produce under divisions (A)(1)(b), (iii), (iv), (v), or (vi) of this rule may, within fourteen days after service of the subpoena or before the time specified for compliance if such time is less than fourteen days after service, serve upon the party or attorney designated in the subpoena written objections to production. If objection is made, the party serving the subpoena shall not be entitled to production except pursuant to an order of the court by which the subpoena was issued. If objection has been made, the party serving the subpoena, upon notice to the person commanded to produce, may move at any time for an order to compel the production. An order to compel production shall protect any person who is not a party or an officer of a party from significant expense resulting from the production commanded.

(3) On timely motion, the court from which the subpoena was issued shall quash or modify the subpoena, or order appearance or production only under specified conditions, if the subpoena does any of the following:

(a) Fails to allow reasonable time to comply;

(b) Requires disclosure of privileged or otherwise protected matter and no exception or waiver applies;

(c) Requires disclosure of a fact known or opinion held by an expert not retained or specially employed by any party in anticipation of litigation or preparation for trial as described by Civ.R. 26(B)(5), if the fact or opinion does not describe specific events or occurrences in dispute and results from study by that expert that was not made at the request of any party;

(d) Subjects a person to undue burden.

(4) Before filing a motion pursuant to division (C)(3)(d) of this rule, a person resisting discovery under this rule shall attempt to resolve any claim of undue burden through discussions with the issuing attorney. A motion filed pursuant to division (C)(3)(d) of this rule shall be supported by an affidavit of the subpoenaed person or a certificate of that person's attorney of the efforts made to resolve any claim of undue burden.

(5) If a motion is made under division (C)(3)(c) or (C)(3)(d) of this rule, the court shall quash or modify the subpoena unless the party in whose behalf the subpoena is issued shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship and assures that the person to whom the subpoena is addressed will be reasonably compensated.

(D) Duties in responding to subpoena.

(1) A person responding to a subpoena to produce documents shall, at the person's option, produce them as they are kept in the usual course of business or organized and labeled to correspond with the categories in the subpoena. A person producing documents or electronically stored information pursuant to a subpoena for them shall permit their inspection and copying by all parties present at the time and place set in the subpoena for inspection and copying.

(2) If a request does not specify the form or forms for producing electronically stored information, a person responding to a subpoena may produce the information in a form or forms in which the information is ordinarily maintained if that form is reasonably useable, or in any form that is reasonably useable. Unless ordered by the court or agreed to by the person subpoenaed, a person responding to a subpoena need not produce the same electronically stored information in more than one form.