
(Plaintiff) : SUIT NO. _____ DIV. _____
VS. : BATON ROUGE CITY COURT

(Defendant) : CITY OF BATON ROUGE
STATE OF LOUISIANA

**SUBPOENA TO APPEAR AND TESTIFY
AT A HEARING OR TRIAL IN A CIVIL ACTION**

To: _____ Address: _____

YOU ARE COMMANDED TO APPEAR at Baton Rouge City Court, 233 St. Louis Street, on the date and time stated below, and to remain until discharged by the Court by whom you are summoned, in order to testify to the truth to the best of your knowledge, in the above-captioned case, on the behalf of the: _____, as requested by _____.

Date:	Time:
Courtroom:	Official:

YOU ARE ALSO COMMANDED TO BRING with you the following documents, electronically stored information, or objects (*leave blank if not applicable*):

You are not to fail to appear, under penalty of law. By Order of said Court, on _____, at Baton Rouge, Louisiana.

WEAPONS AND CELL PHONES ARE PROHIBITED.

Senior Deputy/Deputy Clerk of City Court for
ELZIE ALFORD, JR., Clerk of Court/Judicial Administrator

Submitted by:

Signature

Print name

Bar Roll Number (if applicable)

Address

City, State, Zip

Telephone

FOR OFFICIAL USE ONLY

**SUBPOENA REQUEST MUST BE FILED WITH THE CLERK OF COURT
FOR PROCESSING AND SERVICE.**