



Cc:  
Iowa Supreme Court  
Iowa Court of Appeals  
Chief Judges  
Senior Judges  
District Court Judges  
District Associate Judges  
Judicial Magistrates  
State Court Administrator  
District Court Administrators  
Supreme Court Clerk  
Clerks of Court  
State Public Defender  
The Iowa State Bar Association  
Polk County Bar Association  
Iowa Academy of Trial Lawyers  
Iowa Association for Justice  
Iowa Legal Aid  
Iowa Defense Counsel Association  
Iowa Association of Criminal Defense Lawyers  
Public Defenders Association of Iowa  
Iowa County Attorneys Association  
Thomson Reuters (Westlaw)  
Mead Data Central, Inc. (Lexis)

FILED

JUL 31 2020

Rule 1.1901 — Form 14: Subpoena Form to Testify at Hearing or Trial

THE IOWA DISTRICT COURT FOR \_\_\_\_\_ COUNTY

CLERK SUPREME COURT

)  
)  
)  
)  
)  
)

No. \_\_\_\_\_

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

To: \_\_\_\_\_

**YOU ARE COMMANDED** to appear in the Iowa District Court for \_\_\_\_\_ County at the time, date, and place specified below to testify at a hearing or trial in the above case. When you arrive, you must remain in the court until a judge or court officer allows you to leave. If you are an organization that is not a party in this case, you must designate one or more officers, directors, or managing agents, or designate other person who consents to testify on your behalf about the following matter, or those set forth in an attachment:

Place: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

You must also bring with you the following books, documents, electronically stored information, or tangible things:

Form of electronically stored information to be produced: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Clerk of the District Court

OR

\_\_\_\_\_  
Attorney's signature

PLEASE NOTE: If you require the assistance of auxiliary aids or services to participate in court because of a disability, immediately call your district ADA coordinator at \_\_\_\_\_. (If you are hearing impaired, call Relay Iowa TTY at 1-800-735-2942).

The name, address, e-mail, and telephone number of the attorney representing (name of party) \_\_\_\_\_

\_\_\_\_\_, who issues or requests this subpoena:

\_\_\_\_\_

**PROOF OF SERVICE**

This subpoena for *(name of individual and title, if any)* \_\_\_\_\_  
was received by me on *(date)* \_\_\_\_\_.

- I personally served the subpoena on the individual at *(place)* \_\_\_\_\_  
\_\_\_\_\_ on *(date)* \_\_\_\_\_; or
- I served the subpoena on *(name of individual)* \_\_\_\_\_, who is  
designated by law to accept service of process on behalf of *(name of organization)* \_\_\_\_\_  
\_\_\_\_\_ on *(date)* \_\_\_\_\_; or
- I returned the subpoena unexecuted because \_\_\_\_\_; or
- Other *(specify)*:

**WITNESS FEES**

- No witness fee requested or required under Iowa Code section 622.74.
- I have tendered to the witness fees for one day's attendance in the amount of \$ \_\_\_\_\_ and the  
mileage allowed by law in the amount of \$ \_\_\_\_\_, for a total of \$ \_\_\_\_\_.

My fees are \$ \_\_\_\_\_ for travel and \$ \_\_\_\_\_ for services, for a total of \$ \_\_\_\_\_.

I declare under penalty of perjury that this information is true.

Date: \_\_\_\_\_

\_\_\_\_\_  
Server's signature

\_\_\_\_\_  
Printed name and title

\_\_\_\_\_  
Server's address

Additional information regarding attempted service, etc.:

**CERTIFICATE OF SERVICE**

The undersigned hereby certifies that a genuine copy of the foregoing document was served upon the persons  
named below and at the address indicated on the \_\_\_ day of \_\_\_\_\_, 20\_\_ by the following method \_\_\_\_\_:

Name and address of party or attorney: \_\_\_\_\_

\_\_\_\_\_  
Signature of server