

**IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT  
MARION COUNTY, ILLINOIS**

\_\_\_\_\_  
**Plaintiff**  
vs

CASE NO: \_\_\_\_\_

\_\_\_\_\_  
**Defendant**

**SUBPOENA DUCES TECUM**

**TO:** \_\_\_\_\_

You are directed to produce the designated documents, objects or tangible things: \_\_\_\_\_

at least five (5) days prior to the following due date: \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ a.m./p.m.

**YOUR FAILURE TO RESPOND TO THIS SUBPOENA OR TO COMPLY WITH COURT  
RULES MAY SUBJECT YOU TO PUNISHMENT FOR CONTEMPT OF THIS COURT.**

You may comply with this subpoena by appearing in person in court on the return date with subpoenaed materials. You also may comply by mailing legible and complete copies of all specified documents, objects, or tangible things requested in this subpoena at least five (5) days before the due date to:

Marion County Circuit Clerk's Office  
Marion County Court House  
C/O Judge \_\_\_\_\_, Courtroom \_\_\_\_\_  
100 E. Main Street, Room 204  
Salem, IL 62881

(Seal of Court)

WITNESS \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Clerk of the Circuit Court)

I served the subpoena by handing a copy to \_\_\_\_\_  
on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. I paid the witness \$\_\_\_\_\_ for witness and  
mileage fees.

Signed and sworn to before me \_\_\_\_\_, 20\_\_\_\_ (Signature)

\_\_\_\_\_  
(Notary Public)

Attorney or Party, if not represented by Attorney  
Name \_\_\_\_\_  
ARDC # \_\_\_\_\_  
Firm Name \_\_\_\_\_  
Attorney for \_\_\_\_\_  
Address \_\_\_\_\_  
City & Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

**TIFFANY SCHICKER, CLERK OF THE CIRCUIT COURT OF MARION COUNTY**