

STATE OF MISSOURI )  
CITY OF ST LOUIS ) SS

MISSOURI CIRCUIT COURT  
TWENTY-SECOND JUDICIAL COURT  
(ST. LOUIS CITY)

**SUBPOENA**  
**(Order to Appear and/or Produce Document)**

\_\_\_\_\_  
Plaintiff/Petitioner

(\_\_\_\_\_) \_\_\_\_\_  
Attorney for Plaintiff/Petitioner

vs.

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

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

\_\_\_\_\_  
Defendant/Respondent

(\_\_\_\_\_) \_\_\_\_\_  
Attorney for Defendant/Respondent

THE STATE OF MISSOURI, TO \_\_\_\_\_

GREETING:

YOU ARE HEREBY COMMANDED. That setting aside all manner of excuse and delay, you be and appear at

\_\_\_\_\_  
in the City of St. Louis, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ M.,  
and thereafter from time to time until the case can be disposed of or you are finally discharged.

To testify on behalf of \_\_\_\_\_

To produce the following: \_\_\_\_\_

\_\_\_\_\_

**M. Jane Schweitzer**  
CIRCUIT CLERK

The attorney or party requesting attendance of witness is : \_\_\_\_\_

The date and hour that your testimony shall be required cannot be stated with certainty. Therefore, you are directed to telephone \_\_\_\_\_ at \_\_\_\_\_, between the hours of 9:00 AM and 5:00 PM on \_\_\_\_\_, \_\_\_\_\_ at which time you will be further instructed concerning your appearance. Such instruction may require that you appear on a subsequent date, without further personal service.

**FORM 21 (12/99ML)**

**OFFICER'S RETURN**

Served a copy hereof, in the City of St. Louis, Missouri, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(by reading same) (by delivering a true copy) to the within names witness.

To summoning the witness \$ \_\_\_\_\_

To the return of the non est on this subpoena \$ \_\_\_\_\_

To \_\_\_\_\_ miles traveled serving this subpoena \$ \_\_\_\_\_

TOTAL FEES \$ \_\_\_\_\_

Sheriff of the City of St. Louis

By \_\_\_\_\_  
Deputy

**INSTRUCTIONS TO APPLY FOR WITNESS FEE**

After the witness has testified or has been dismissed, the witness shall take this copy to the Office of the Circuit Clerk, or to the appropriate Division Clerk, for entry on the books as provided by law. Otherwise, witness fees cannot be taxed.

**WITNESS CLAIM**

I hereby certify that I am entitled to \_\_\_\_\_ days and \_\_\_\_\_ miles for service as a witness under a subpoena.

\_\_\_\_\_  
Witness signature

Subscribed and sworn before me and entered this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**M. Jane Schweitzer**  
Circuit Clerk