

**SNOHOMISH COUNTY DISTRICT COURT
INSTRUCTIONS FOR SERVICE OF SUBPOENA**

1. Fill out a Subpoena Request form at the counter. Upon receipt of the completed form, the court will prepare the subpoena.
2. You are responsible for having the subpoena served. Service may be made by:
 - a) You may **not** serve the subpoena yourself.
 - b) A person that is not a party to the case is 18 years old and over and is a citizen of Washington State may serve the subpoena.
 - c) You may hire a process server. Process servers can be found on line..
3. Return of Service form must be completed by the party that serves the subpoena and filed with the court after service. The court will supply you with the Return of Service form.
4. To accomplish service of a subpoena on the law enforcement officer