

**STATE OF LOUISIANA**  
**24<sup>th</sup> Judicial District Court for the Parish of Jefferson**

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

Division: " \_\_\_\_\_ "

\_\_\_\_\_  
vs.  
\_\_\_\_\_

**SUBPOENA**

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

You are hereby summoned in the name of the State of Louisiana and of the 24<sup>th</sup> Judicial District Court for the Parish of Jefferson, to appear before the aforesaid Court at the office of the Clerk of the 24<sup>th</sup> Judicial District Court for the Parish of Jefferson, on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_M to testify to the truth in the above entitled and numbered cause from day to day until finally discharged. Herein fail not under penalty of the law.

This service was issued by the Clerk of Court on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Issued at the request of:

ATTORNEY: \_\_\_\_\_  
Attorney's Signature

Jon A. Gegenheimer, Clerk of Court  
24<sup>th</sup> Judicial District Court  
Parish of Jefferson, State of Louisiana

ATTORNEY'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Deputy Clerk of Court

CITY/STATE/ZIP: \_\_\_\_\_ Bar Roll No. \_\_\_\_\_

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**SERVICE INFORMATION**

Received on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ and on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ served the above named party as follows:

PERSONAL SERVICE on the party herein named: \_\_\_\_\_

DOMICILIARY SERVICE on the party herein named by leaving the same at his domicile in this parish in the hands of \_\_\_\_\_, a person of suitable age and discretion residing in said domicile and whose name and other facts connected with this service, I learned by interrogating the said person, said party herein being absent from his residence at the time of said service.

RETURNED:

Parish of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

By: \_\_\_\_\_  
DEPUTY SHERIFF

SERVICE: \$ \_\_\_\_\_

MILEAGE: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

File original and two copies with the clerk of court.