STATE OF WISCONSIN MUNICIPAL COURT SHEBOYGAN COUNTY
CITY OF SHEBOYGAN AND VILLAGE OF KOHLER

_____,
Plaintiff,

vs.

_____,
Defendant,

SUBPOENA

Citation No: _____

Witness Name, Address, Phone: _____
(Please correct if not accurate) _____
_____

Phone: _____

You are required to appear before the Honorable Natasha L. Torry-Morgan, Municipal Court Judge of the City of Sheboygan and the Village of Kohler, Wisconsin at the Municipal Court, **1315 N 23rd Street, Sheboygan**, on the _____ day of ___, 20_____ at _____o'clock (a.m./p.m.) to give evidence in a certain cause then and there to be tried between the _____, Plaintiff and _ _____, Defendant, on the part of the _____.
You are further required to bring with you the following papers and documents:

Round Trip Mileage _____ Witness Signature _____

Failure to appear may result in punishment for contempt which may include monetary penalties up to $200 plus court costs, imprisonment and other sanctions.

Dated at _____, Wisconsin, this ____ day of _____, 20 _____.

Service Information	
Date Served	Time Served A.M./P.M.
Manner of Service ☐Personal ☐Substitute:_____	
Serving Agency	
Served By (Signature)	

BY THE COURT:

_____
Honorable Natasha L. Torry-Morgan
Municipal Court Judge

If you have any questions please contact the prosecutor's office: City of Sheboygan (920) 459-3917
Village of Kohler (920) 457-8400

INSTRUCTIONS FOR SUBPOENAS

1. At the top, fill in the name and address of the witness you are subpoenaing. If you know the business address and home address, provide both.

2. The Clerk will fill in the rest. **NOTE:** Judge Natasha L. Torry-Morgan must see and sign subpoenas.

3. Take the original and make at least one copy. Have a reliable adult **personally deliver a copy to the witness** or arrange for a professional process server to do so. Professional process servers are listed in the phone book and will charge for the service. The Sheboygan County Sheriff's Department will also serve this for you and charge for the service. They are located at 525 N. 6th Street, Sheboygan and can be reached at (920)459-3131. It is not OK to mail it to the witness, and it is not OK to just leave it taped to the person's door. It must be handed to the person or left at the person's place of abode with someone at least 14 years old. It is better if it is left with an adult and you can confirm that the witness does reside where you left it.

4. **You must pay the witness the following at the time you serve the subpoena:**
   $5.00 plus round-trip mileage to the Municipal Court from the person's home at $.20 per mile. You must pay the witness by cash, check, money order or certified check. Have the witness sign a receipt showing the payment amount and date. Bring the receipt to the trial.

5. Fill out the bottom portion of the original subpoena with the needed information. Bring the original subpoena with the bottom part filled out to the trial.

6. You will **NOT** be reimbursed for the witness costs even if you win the trial.