

DAVIDSON COUNTY FOREIGN COURT SUBPOENA INSTRUCTIONS

The Clerk's Office issues *Foreign Court Subpoenas* pursuant to *T.C.A. §24-9-201* and the following items are required for issuance and service.

Subpoena Issuance

- * An **original** and **two (2) copies** of the *Foreign Court Subpoena* are required.
 1. Use the [Foreign Court Subpoena form](#) located on the Circuit Court Clerk website.
 2. Complete the information in **Blocks 1(A-C)** and **2**.
 3. Enter all other relevant information, i.e. attorney/law firm information, special instructions, etc.
- * A check made payable to the **Circuit Court Clerk's Office** is required for the \$([click here for fees](#)) Clerk's fee for each *Subpoena* issued.

Subpoena Service

Service by Sheriff

- * A **separate check** will be required for service by Sheriff:
 1. A check made payable to the **Sheriff of Davidson County** for \$([click here for fees](#)) for each *Subpoena* to be served.
 2. If service is **outside** of *Davidson County*, check will be payable to the *Sheriff* of that county.

Service by Personal Service/Certified Mail

- * After the Clerk's Office issues the *Subpoena*, the issuing party is responsible for arranging service.

Circuit Court Clerk's Office

Office Hours: 8:00 a.m. to 4:30 p.m.
Phone: (615) 862-5181

Mailing Address

Circuit Court Clerk's Office
P.O. Box 196303
Nashville, TN 37219-6303

Street Address

Circuit Court Clerk's Office
1 Public Square, Suite 302
Nashville, TN 37201