

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

The *Foreign Court Subpoena* will be generated through our e-filing system.

1. Complete the information in **Blocks 1(A-C)** and **2**.
2. Enter all other relevant information, i.e. attorney/law firm information, special instructions, etc.
3. \$([click here for fees](#)) due for each *Subpoena* issued.

Subpoena Service

The method of service will be chosen during the e-filing process.

Service by Personal Service/Certified Mail

- * Once the Clerk approves the *Subpoena* through the *eFlex* e-filing system, 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

PLEASE NOTE:

- The Clerk's Office does **not** issue **paper Subpoenas manually**.
- All requests for *Subpoena* issuance **must** be submitted by the filer through the *eFlex* system.