

# Foreign Court Subpoena Instructions

1)

<a href="#">Home</a>	<a href="#">eFile</a>	<a href="#">Cases</a>	<a href="#">My Profile</a>	<a href="#">Log Out</a>
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Home

<a href="#">New Case</a>	File new case
<a href="#">Existing Cases</a>	Perform case actions: eFile, Search, View History, Service List
<a href="#">My Filings</a>	Check the status of my filings
<a href="#">Draft Filings</a> (4)	Finish filing an incomplete filing
<a href="#">Notifications</a> (165)	Review your Notifications
<a href="#">View Queues</a>	List of entries in my queues

2)

<a href="#">Home</a>	<a href="#">eFile</a>	<a href="#">Cases</a>	<a href="#">My Profile</a>	<a href="#">Log Out</a>
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Home ⇒ New Case Filing: Jurisdiction

## Jurisdiction

Description
<a href="#">Circuit</a>
<a href="#">Circuit - Mental Health</a>
<a href="#">General Sessions - Civil (Small Claims Court)</a>
<a href="#">General Sessions - Mental Health</a>
<a href="#">Probate</a>

3)

<a href="#">Home</a>	<a href="#">eFile</a>	<a href="#">Cases</a>	<a href="#">My Profile</a>	<a href="#">Log Out</a>
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Home ⇒ New Case Filing: Jurisdiction ⇒ Case Category

## Case Category

Description
<a href="#">ADOPTION/TERMINATION OF PARENTAL RIGHTS</a>
<a href="#">APPEAL (GENERAL SESSIONS/JUVENILE CT.)</a>
<a href="#">CHILD SUPPORT ENFORCEMENT FILINGS</a>
<a href="#">CIVIL</a>
<a href="#">CIVIL (FILED ON COSTBOND)</a>
<a href="#">CONDEMNATION</a>
<a href="#">COURT APPROVED SETTLEMENTS</a>
<a href="#">DISTRESS WARRANT</a>
<a href="#">DOMESTIC/DIVORCE</a>
<a href="#">FOREIGN COURT SUBPOENA</a>
<a href="#">HOSPITAL LIEN</a>
<a href="#">MISCELLANEOUS</a>
<a href="#">ORDER OF PROTECTION</a>
<a href="#">TRANSFERS - CIVIL/PROBATE</a>
<a href="#">TRANSFERS - DOMESTIC</a>

## Case Initiation: FOREIGN COURT SUBPOENA

Foreign Court Case No.

This Section allows you to enter the case number for Out-of-State Case

Add Case Participants

Add Plaintiff

Add Defendant

Remove	Participant Name	Type
	 TEST TEST	PETITIONER
	 TEST TEST	RESPONDENT

[Back](#) [Save to Draft](#) [Next](#)

4)

5)

Home eFile Cases My Profile Log Out user: Steph

Home ⇒ New Case Filing: Jurisdiction ⇒ Case Category ⇒ Case Initiation ⇒ Add a Party

### Add a Party: FOREIGN COURT SUBPOENA

**Plaintiff/Petitioner**

Company  Person

Party Type:

Name Prefix:

First Name: \*

Middle Name:

Last Name: \* (or Business Name)

Name Suffix: (Jr, Sr, ...)

Main Address:  US  International  Unknown Address

Address Line 1: \*

Address Line 2:

City: \*


County:

State: \*

Zip / Postal Code: \*

[Back](#) [Next](#)

**Add an Attorney for this Party**

Last Name	Bar #	Type
 ALLEN	003278	ATTORNEY

[Add](#)

**Add Aliases**

Type	First Name	Middle Name	Last/Business Name
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[Add](#)

## Edit Party: FOREIGN COURT SUBPOENA

### Defendant/Respondent

Company  Person

Defendant/Respondent

Party Type: RESPONDENT

Name Prefix:

First Name: \* TEST

Middle Name:

Last Name: \* TEST  
(or Business Name)

Name Suffix:   
(Jr, Sr, ...)

Main Address:  US  International  Unknown Address

Address Line 1: \*

Address Line 2:

City: \*

County:

State: \* TENNESSEE

Zip / Postal Code: \*

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## Case Type : FOREIGN COURT SUBPOENA

Document Category:

Document Type \* FOREIGN COURT SUBPOENA - PETITION/NOTICE \*

This section doesn't require a document to be uploaded. This step creates a "case" so a subpoena can be issued and submitted.

Additional Text:

Sealed  Confidential

Acceptable File Format Type(s) (\*.pdf)

Document Location:  Browse...

Add to Submission: Add

Document Name	View Document	On Behalf of	Edit Data
Case Data	form.xml		

Total Size: 0.0 MB

Back Move to Draft Next

8)

Home eFile Cases My Profile Log Out user: Stephanie Chatman  
 Home » New Case Filing: Jurisdiction » Case Category » Case Initiation » Add a Document

**Case Type : FOREIGN COURT SUBPOENA**

Document Category   
 Document Type \*   
 Additional Text   
 Sealed  Confidential  
 Acceptable File Format Type(s) (\*.pdf)  
 Document Location  Browse...  
 Add to Submission

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml		<input type="checkbox"/>		
FOREIGN COURT SUBPOENA - PETITION/NOTICE		<input type="text" value=""/>	<input type="checkbox"/>	0.0 MB	<input type="button" value="X"/>

Total Size: 0.0 MB

Select the drop-down and choose subpoena issuance/return to create subpoena

Case has been created

Home eFile Cases My Profile Log Out  
 Home » Draft Filings » Add a Document

**Case Type : FOREIGN COURT SUBPOENA**

Document Category   
 Document Type \*   
 Additional Text   
 Document Location  Browse...  
 Add to Submission

Once you have created the case. Go to the Document Category and select subpoena (issuance/return) and choose service type.

Click Add. This will go to the screen to enter the witness information.

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml		<input type="checkbox"/>		
FOREIGN COURT SUBPOENA - PETITION/NOTICE		<input type="text" value=""/>	<input type="checkbox"/>	0.0 MB	<input type="button" value="X"/>

Total Size: 0.0 MB

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## FOREIGN COURT SUBPOENA

Select boxes and enter case number

Service Method  
Foreign Court  
Testimony/Production Required  
Medical Records Requested  
Authorizing Signature

Personal Service  
 Foreign Case No   
  
  
/s/

### Name And Address of Requesting Party's Attorney OR Pro Se

Name   
Address Line 1   
Address Line 2   
City   
State   
Zip / Postal Code   
Telephone

This information will auto-populate from e-file account profile

### Select the Requesting Party (By) and the Party to be Served (For)

By et al (Check this if there is more than one By Party for this summons)

By For	Participant Name	Address	Current Role Attorney(s) for Party
<input type="radio"/>	TEST TEST		PETITIONER
<input type="radio"/>	TEST TEST		RESPONDENT

### Non-Party Addressee or Other Address

For Name Address Delete

Telephone Number of Party to be Served:

Click add to enter

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### Select the Requesting Party (By) and the Party to be Served (For)

By et al (Check this if there is more than one By Party for this summons)

By For	Participant Name	Add	Party
<input type="radio"/>	TEST TEST		
<input type="radio"/>	TEST TEST		RESPONDENT

Select party issuing subpoena.

### Non-Party Addressee or Other Address

Party

Non-Party Firm/Individual:  Business  Person

Non-Party First Name:   
Non-Party Middle Name:   
Non-Party Last (Business) Name:   
Non-Party Name Suffix (Jr, Sr, ...):

Address:  US  Other Country  Unknown Address

Address Line 1: \*   
Address Line 2:   
City: \*   
County:   
State: \*   
Zip / Postal Code: \*

Click add for drop-down to enter Witness.

Click add to complete save.

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Telephone Number of Party to be Served: (000) 000-0000

**Hearing Information**

Hearing Date(mm/dd/yyyy):

Hearing Time(ex. 3:00 pm):

Hearing Location:  Standard  Other

Place:

Items to Bring:

List items bring or enter the phrase "See Attached" if planning to upload the subpoena or list.

Enter information requested. Select "Other" and complete if hearing location is different.

←

- ❖ You will be sent back to the Document screen to **add** your own document or *Subpoena* as an exhibit (if applicable) to be attached to the system-generated one that will be **approved** and **issued** with the signature of the Clerk.
- ❖ If you do not need to add any additional documents hit the next button on the add a document screen. (skip to # 12)

Home ⇒ New **New Case** Existing Case My Filings Draft Filings Category ⇒ Case Initiation ⇒ Add a Document

**Case Type: FOREIGN COURT SUBPOENA**

Document Category: EXHIBIT **1**

Document Type\*: EXHIBIT

Additional Text: (TO SUBPOENA)

Sealed  Confidential

Acceptable File Format Type(s) (\*.pdf)

Document Location: C:\Users\schatman\Desktop\SCANNED DOCS\1648575093726-650.pdf  **2**

Add to Submission:  **3**

This drop-down is used for the subpoena that was issued in the Foreign Court, if applicable.

Upload document.

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml		<input checked="" type="checkbox"/>		
FOREIGN COURT SUBPOENA - PETITION/NOTICE			<input checked="" type="checkbox"/>	0.0 MB	<input type="button" value="Remove"/>
SUBPOENA SERVICE BY PRIVATE PROCESS	View Generated Document		<input checked="" type="checkbox"/>	0.0 MB	<input type="button" value="Remove"/>

Total Size: 0.0 MB

12)

### Case Type : FOREIGN COURT SUBPOENA

Document Category

Document Type \*

Additional Text

Sealed  Confidential

Acceptable File Format Type(s) (\*.pdf)

Document Location  Browse...

Add to Submission

Case information and documents that are ready to be submitted to clerk

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml		<input checked="" type="checkbox"/>		
FOREIGN COURT SUBPOENA - PETITION/NOTICE		TEST TEST:PETITIONER	<input checked="" type="checkbox"/>	0.0 MB	<input type="button" value="X"/>
SUBPOENA SERVICE BY PRIVATE PROCESS	View Generated Document	TEST TEST:PETITIONER	<input checked="" type="checkbox"/>	0.0 MB	<input type="button" value="X"/>
EXHIBIT (TO SUBPOENA)	1648575093726-650.pdf	TEST TEST:PETITIONER	<input checked="" type="checkbox"/>	2.64 MB	<input type="button" value="X"/>
				Total Size: 2.64 MB	

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### Review and Submit Filing

#### Case Type : FOREIGN COURT SUBPOENA

Client #

Estimated Fees: \$6.00

Add wallet item, if applicable.

- Indigent (Pauper) Documents Submitted *See Clerk's website for instruction to file as pauper. <http://circuitclerk.nashville.gov/Circuit/>*
- Government Agency *Only those exempt from upfront filing fees by statute*
- Court Ordered Transfer *Only those exempt from upfront filing fees by statute*

Generated Case Data:

This section will allow you to make any updates before submitting to clerk

Document(s) to be Submitted:

Document Name	View Document	On Behalf of
FOREIGN COURT SUBPOENA - PETITION/NOTICE		TEST TEST:PETITIONER
SUBPOENA SERVICE BY PRIVATE PROCESS	View Generated Document	TEST TEST:PETITIONER
EXHIBIT (TO SUBPOENA)	1648575093726-650.pdf	TEST TEST:PETITIONER

List of documents being submitted. Click next to submit