

**Instructions For R.C. 2319.09: Petition For  
Issuance of Subpoena(s) by the Franklin County, Ohio  
Common Pleas Court On Behalf Of A Foreign Court**

Required Instruments

1. Subpoena eFiled to the Clerk of Courts Office. It is suggested that the petitioner use the subpoena(s) supplied by the Clerk's office in order that the petitioner is in compliance with Ohio Civil Rule 45.
2. Copy of subpoena issued from foreign court, if not attached to eFiled Subpoena, eFiled as Miscellaneous Paper.
3. If the subpoenas are to be served by a process server:
  - a. Motion for the appointment of a process server.
  - b. A proposed court order appointing the process server (order to be approved and signed by a judge of this court).

Mechanics

Upon receipt of the above instruments, the clerk's office will assign a miscellaneous case number. The clerk of court will promptly issue the subpoena(s) for service upon the person(s) to which the foreign subpoena is directed in compliance with any rule of court or statute relating to the service of the subpoena. You must submit a check in the amount of \$35.00, payable to the "Franklin County Clerk of Courts" for filing costs. If the Franklin County Sheriff is to serve the subpoena, add an additional \$10.00 per subpoena. Make certain the address used to serve the deponent is within Franklin County, Ohio—the sheriff cannot serve persons outside this jurisdiction. Please review Loc. R. 91 pertaining to admission of out-of-state attorneys to practice before this court.

If a process server is to serve the subpoena(s), the process server must report to the Clerk of Courts to pick up the subpoena(s).

- This court cannot order a witness to attend a deposition outside this court's jurisdiction.

Please direct any questions regarding completion of the service of subpoenas to the Franklin County Sheriff at (614) 525-3343.

You can contact the Clerk of Courts with all other inquiries at:

Franklin County Clerk of Courts, General Division  
345 South High Street, Fl. 1  
Columbus, OH 43215  
(614) 525-3621