

## FOREIGN SUBPOENA INSTRUCTIONS

To issue an out-of-state subpoena in Kitsap County, the Clerk's Office requests the following:

1. Initiate a new civil case by paying the civil filing fee. For info on filing fees, click here: [Fee Schedule](#)
2. Include a completed case cover sheet.  
[Case Information Cover Sheet - Case Type 2](#)
3. Include the subpoena from the Trial Court's state.
4. Include the subpoena(s) to be issued by the Kitsap County Clerk, along with \$20 fee for each subpoena (includes one conformed copy) per person or entity to be subpoenaed. Ensure that subpoenas may be signed by a deputy clerk.
5. Include a SASE with sufficient postage to cover the return of the subpoenas.
6. This process can be accomplished by mail, through a legal messenger or through an attorney that is a member of the Washington State Bar Association.