

## 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 (\$240). For info on filing fees, click here:
2. [Microsoft Word - FeeSchedule9.11.2020 \(kitsapgov.com\)](#)
3. Include a completed case cover sheet. [Case Information Cover Sheet - Case Type 2](#)
4. Include the subpoena from the Trial Court's state.
5. 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.
6. Include a self-addressed envelope with sufficient postage to cover the return of the subpoenas.
7. 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.