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| **JDF 254** | **Small Claims Subpoena** |
| **A. Small Claims Court**Colorado County:Court Address: | *This box is for court use only.* |
| **B. Parties to the Case**Plaintiffs:Vs.Defendants: |
| **C. Case Details**Number:Division/Courtroom: |

To: *(enter name)*

## 1. You are ordered to: *(check all that apply)*

**[ ]  a) Attend and Give Testimony**

You are ordered to attend and give testimony in room:

At the court’s address above.

On: *(date - mm/dd/yyyy)* At: *(time)*

As a witness for the: [ ]  Plaintiff [ ]  Defendant

**[ ]  b) Produce the Following**

At that time and place, you also shall produce the following items now in your custody or control:

**2. Attachment**

A Subpoena Affidavit [[Form JDF 80.3]](https://www.coloradojudicial.gov/media/17215) must be attached with this Subpoena.

**3. Signature**

Signed and issued by:

[ ]  Attorney [ ]  Court Clerk *(by signing above the Clerk certifies a Subpoena Affidavit (JDF 80.3) was provided with the subpoena request or draft subpoena.)*

Dated:

**Note to Party Issuing the Subpoena**

Be sure to file an Affidavit of Service [[Form JDF 98]](https://www.coloradojudicial.gov/sites/default/files/2024-11/JDF98.pdf) after completing service.