

Rule 9016-1 SUBPOENAS BY SELF-REPRESENTED PARTIES

(a) A self-represented party to a case in this Court seeking to obtain a subpoena signed by the Clerk of Court shall complete PAWB Local Form 59 (Request for Subpoena by A Self-Represented Party).

(b) A completed Local Form 59 is required for each individual subpoena requested.

(c) A completed Local Form 59 shall be filed with the Court by hand delivery, mail, or courier service.

(d) The Court may, at its discretion, schedule a hearing to address a subpoena request by a self-represented party prior to the Clerk of Court providing a signed subpoena.

(e) A subpoena signed by the Clerk of Court and subsequently served by a self-represented party must be accompanied by a fully executed copy of PAWB Local Form 59 along with Local Form 60 (Information Regarding Subpoenas Signed by the Clerk of Court) when served upon the recipient.

(f) A self-represented party serving a subpoena must promptly file by hand delivery, mail, or courier service:

(1) A copy of the fully executed subpoena as served;

(2) A copy of the fully executed PAWB Local Form 60; and

(3) A signed Certificate of Service setting forth under penalty of perjury the following:

(A) The full name and address of the recipient of the subpoena;

(B) The date that the subpoena was served on the recipient identified in subpart (A), above;

(C) The method of service on the recipient identified in subpart (A), above;

- (D) The full name and address of each additional party who was served a copy of the subpoena;
- (E) The date that the subpoena was served on each additional party identified in subpart (D), above; and
- (F) The method of service on each additional party identified in subpart (D), above.

(g) A subpoena signed by the Clerk of Court but not subsequently served by a self-represented party must be returned to the Court within fourteen (14) days.