

**GEAUGA COUNTY PROBATE COURT  
JUDGE TIMOTHY J. GREDELL**

**SUBPOENA INSTRUCTIONS**  
[See Geauga Probate Local Rule 78.24]

**Service by Clerk**

If the Clerk is to serve a subpoena on behalf of an attorney, pro se litigant, or other Person, then the Person requesting service of the subpoena shall complete and present to the Clerk:

1. GC Form “GC PF 62.3 – Subpoena”
2. GC Form “GC PF 62.3A – Request for Service of Subpoena”
3. Three copies of GC Form “GC PF 62.3 – Subpoena”

**Service by Attorney**

If an attorney of record serves a subpoena, then that attorney shall use GC Form “GC PF 62.3 – Subpoena,” and shall fully comply with Civ. R. 45(B), including filing a return of the subpoena with the Clerk. If that attorney modifies GC Form “GC PF 62.3 – Subpoena” in any manner, then that attorney shall give prompt written notice of the modification to the Clerk and all parties.

**Warning - Any person who knowingly issues an unlawful subpoena, or otherwise uses a sham legal process, may be subject to criminal and civil penalties pursuant to R.C. 2921.52.**