

本表翻譯為中文以便利理解所提問題並可協助正確填表 不過由法院面  
只詢問的一切資料均為真 請用中文填寫 除英文外 法院不接受任何其他語  
填寫表格

**CIVIL COURT OF THE CITY OF NEW YORK**

紐約民事法院

County of \_\_\_\_\_ 區  
Part \_\_\_\_\_ 法庭

Index Number: \_\_\_\_\_  
案編號

**SUBPOENA TO TESTIFY**  
*(SUBPOENA AD TESTIFICANDUM)*  
作證令

Claimant(s)/Plaintiff(s)/Petitioner(s)  
索償人原告人提人

By \_\_\_\_\_  
由 \_\_\_\_\_ Name 姓名

-against-

對

Address 地址

Defendant(s)/Respondent(s) 被告人答人

**THE PEOPLE OF THE STATE OF NEW YORK** 紐約州民政府

To: \_\_\_\_\_ :  
致

We Command that you lay aside all business and excuses and appear and attend before  
我命閣下置切事務在 20 年 月 日 上午 時 分 前往

Hon. \_\_\_\_\_ in Part \_\_\_\_\_, Room \_\_\_\_\_  
(地址) \_\_\_\_\_ 之 \_\_\_\_\_ 室 \_\_\_\_\_ 法庭

at \_\_\_\_\_ AM/PM, on \_\_\_\_\_ or such other times as  
Address of the Court 與本案有關的

this case may be adjourned [CLPR 2305(a)], to testify and give evidence in the action now pending in this  
日期根據 CLPR 2305(a)], 就上述公現時於本院管理案為 \_\_\_\_\_,

Court, to be tried between the parties indicated above, on the part of \_\_\_\_\_  
作證

Failure to comply with a subpoena may be punishable as contempt of court and/or make you liable for  
a penalty not exceeding \$150.00 and damages sustained by the person on whose behalf the subpoena was  
issued (CPLR 2308).

未遵傳規者 傳收人須視法庭及或處不超過 \$150 之罰及贖  
(CPLR 2308)

Date  
日期

Chief Clerk, Civil Court  
民事法院 總書記

If required: So Ordered:  
如需要就此發令

CIV-GP-71(Front)(Revised 7/07)

08年月

**Court of the City of New York**  
**County of** \_\_\_\_\_

**Index Number** \_\_\_\_\_

**Part** \_\_\_\_\_

Claimant(s)/Plaintiff(s)/Petitioner(s)

-against-

\_\_\_\_\_ Defendant(s)/Respondent(s)

State of New York, County of \_\_\_\_\_ ss.:

**AFFIDAVIT OF SERVICE  
OF  
SUBPOENA TO TESTIFY**

\_\_\_\_\_, being duly sworn, deposes and says:  
*(Deponent)*

I am over 18 years of age and not a party to this action. At \_\_\_\_\_ AM/PM,  
*(Time)*

on \_\_\_\_\_ at \_\_\_\_\_  
*(Date)* *(Address)*

in the County of \_\_\_\_\_, City of New York, I served the within Subpoena to  
*(County)*

Testify in this matter on \_\_\_\_\_ known to  
*(Name of Person Served)*

me to be the Witness named herein by delivering and leaving with him/her personally a true copy

thereof, and paying him/her the sum of \$ \_\_\_\_\_ as fees for traveling to and from the  
*(Amount of Fee)*

place where s/he was required by the said Subpoena to attend, and for one day  attendance:

**Description of Individual Served in Person**

Gender: \_\_\_\_\_ Color of Skin: \_\_\_\_\_ Color of Hair: \_\_\_\_\_

Approximate Age: \_\_\_\_\_ Approximate Weight: \_\_\_\_\_ Approximate Height: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Signature of Deponent

**General Instructions**

Anyone NOT A PARTY to the action who is over the age of 18 may serve the Subpoena.

1. Find the person to be served.
2. Give that person a copy of the Subpoena.
3. Fill out the above Affidavit of Service and have it notarized.
4. Retain this Affidavit of Service for further procedures if the person subpoenaed fails to comply with the Subpoena.

