

2.11. SUBPOENA FOR ATTENDANCE OF WITNESSES - FORMS - ISSUANCE. – (A) Every subpoena shall be issued either by the court, a notary public, any officer authorized by statute, or the attorney of record. It shall state the name of the court and the title of the action, and shall command each person to whom it is directed to attend and give testimony at a time and place therein specified, and/or it may also command the person to whom it is directed to produce the books, papers, documents, or tangible things designated therein; but the court may, upon motion made promptly, and in any event, at or before the time specified in the subpoena for compliance therewith, quash or modify the subpoena if it is unreasonable and/or unduly burdensome.

(B) Proof of service when necessary shall be made by filing with the court a statement of the date and manner of service and the names of the persons served, certified by the person who made the service.