



**IN THE STATE COURT OF HENRY COUNTY, GEORGIA**

MAILING ADDRESS: #1 Judicial Center, Suite 120, McDonough, Georgia 30253

**Michele B. Gardner, Clerk of Court**

[www.henrycountystatecourt.com](http://www.henrycountystatecourt.com) Phone (770) 288-7800 · FAX: (770) 288-7776

**CIVIL ACTION  
FILE NO.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Defendant

**WITNESS SUBPOENA**

To: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**YOU ARE HEREBY COMMANDED**, that laying all other business aside you be in and appear at the State Court of Henry County, before the Honorable \_\_\_\_\_ at \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and there be sworn as a witness for the \_\_\_ Plaintiff or \_\_\_ Defendant. Further, you are required to attend from day to day and from term to term until this matter is disposed.

**HEREIN FAIL NOT** under penalty of the law by the authority of the Honorable Judges of State Court of Henry County, Georgia.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*If you have questions, please contact  
the requesting attorney, named below:*

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

By: \_\_\_\_\_  
Signature of person authorized by law to sign subpoena  
pursuant to O.C.G.A. §24-13-21