



Personal Service for Defense Counsel or Defendant's Pro Se

At the end of March an email regarding procedures was sent out. Included in this email was the following:

- **Subpoenas for witnesses:** If an attorney/defendant requests witnesses to be subpoenaed for court. The subpoena does not have to be approved by a Judge, whether snail mail or personal service for trials, or revocation hearings. If you are uncertain about the subpoena, see Rachel.

This new policy was issued to the clerks with an understanding that there was an existing policy in place.

For clarification purposes:

- City legal will continue to request personal service by request in open court or through the email request system as it stands.
- Defendant or Defense Counsel:
 - If the Defense is requesting personal service, the Defendant or Attorney is to provide 3 copies of the requested subpoena to the clerk.
 - One copy is scanned into TCM.
 - Two Copies are held for a private process server to collect and serve (paid for by the Defense.)
 - The Process Server will make a return of one copy to the clerk to show service or lack of service. This is scanned into TCM. (No party of the case can collect the subpoenas once the clerk has received them. Only an independent process server.)

If an attorney questions the policy, the attorney is to be informed it is the same policy in action in District and Circuit Court. For questions or information, I will be the contact.

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