



**42 Pa. C.S.A § 5335. ISSUANCE OF SUBPOENA  
INSTRUCTIONS FOR REQUESTING A FOREIGN SUBPOENA**

To request a foreign subpoena through the electronic filing system (<https://fjdefile.phila.gov/>), you must be licensed to practice law in Pennsylvania. If you are not licensed to practice law in Pennsylvania, and cannot use the electronic filing system, mail your request to:

Office of Judicial Records  
Civil Filing Center  
City Hall, Room 296  
Broad and Market Streets  
Philadelphia, PA 19107

The following items must accompany your request:

- Cover letter (1-2 sentences) requesting the court to issue a foreign subpoena. Include your phone number and email address so that we can contact you directly if we need additional information.
- Copy of the foreign subpoena.
- Payment of \$333.23.
  - ❖ Payable to: Office of Judicial Records.
  - ❖ Acceptable payment instruments include cashier's checks, attorney's checks, business checks, and money orders. Personal checks are not acceptable. All payment instruments must be made payable to the Office of Judicial Records.
- Please include a Philadelphia County subpoena to have it sealed. This can be obtained through the court's website:
  - ❖ Visit [www.courts.phila.gov/forms](http://www.courts.phila.gov/forms)
  - ❖ Under the Court of Common Pleas Trial Division-Civil section, click the plus sign next to "Subpoenas, Production of Documents, and Interrogatories Forms."

Questions concerning this process can be directed to the Office of Judicial Records, Civil Filing Center at 215-686-4252 or [efsupport@courts.phila.gov](mailto:efsupport@courts.phila.gov).