

Instructions for Municipal Court Civil Division Subpoena

- Include the claim number in the provided field
- Complete the caption of the case
- Provide the name of the party receiving the subpoena
- Give details regarding any documentation the party receiving the subpoena must provide
- Once the subpoena is completed, it must be taken to the Municipal Court First Filing Unit, 1339 Chestnut Street, 10th floor, Philadelphia, PA 19107 to be sealed with the court seal. The fee for the subpoena is \$3.30 which is payable by cash, credit or debit card. Any questions, contact the First Filing Unit at 215.686.2901