

SUBPOENA

Forms are available. See *Forms* → *Our Court's Miscellaneous Forms* → [Subpoena for Rule 2004 Examination \(B254\)](#); [Subpoena in a case under the Bankruptcy Code \(B256\)](#); [Subpoena in an Adversary Proceeding \(B255\)](#).

See also, [DNJ LBR 2004-1](#)

- STEP 1** Click on **Bankruptcy**
- STEP 2** Click on **Misc. Events**
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Subpoena** from drop down list; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box and click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen.
- STEP 6** **Select the Party** or click **Add/Create New Party**
- ☛ *TIP - If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role Type from the drop down menu on the Party Information screen.*
 - ☛ *TIP - If this is the first time you are appearing on behalf of this party, you will be asked to place a check in the box to create an association. Failure to place a check in the box results in the e:filer NOT receiving Notices of Electronic Filing in this case.*
- STEP 7** Upload the .pdf; click [NEXT]
- ☛ *TIP - Supporting documents such as a Certificate of Service or a Proposed Order should be uploaded as an attachment to the main pleading*

STEP 8 Confirm case information; click [NEXT]

STEP 9 Docket text displays. Review for accuracy. If modification is necessary, abort the transaction and begin again. Modifications cannot be made on this screen.

SAMPLE DOCKET TEXT

Subpoena filed by Test Attorney on behalf of Test Client.

STEP 10 *Notice of Electronic Filing* displays.