



Town of Salem Municipal Court

9814 Antioch Rd.
PO Box 443
Salem, WI 53168

MICHAEL A. LANGEL
Municipal Judge
mlangel@townofsalem.net

Judy Grasser
Court Clerk
jgrasser@townofsalem.net

Telephone: (262) 2759

Fax: (262) 843-1468

INSTRUCTIONS FOR SUBPOENAS

1. At the top, fill in the name and address of the witness you are subpoenaing. If you know the business address and home address, provide both.
2. The clerk will fill in the rest. NOTE: Judge Mike Langel must see and sign subpoenas.
3. Take the original and make at least one copy. Have a reliable adult personally deliver a copy to the witness or arrange for a professional process server to do so. Professional process servers are listed in the phone book and will charge for the service. Your local County Sheriff's Department may also serve this for you but will charge for this service. It is not OK to mail it to the witness and it is not OK to just leave it taped to the person's door. It must be handed to the person or left at the person's place of abode with someone at least 14 years old. It is better if it is left with an adult and you can confirm that the witness does reside where you left it.
4. You must pay the witness the following at the time you serve the subpoena: \$5.00 plus round-trip mileage to the courthouse from the person's home at \$.20 per mile. You must pay the witness by cash, check, money order or certified check. Have the witness sign a receipt showing the payment amount and date. Bring the receipt to the trial.
5. Fill out the bottom portion of the original subpoena with the needed information. Bring the original subpoena with the bottom part filled out to the trial.
6. You will NOT be reimbursed for the witness costs even if you win the trial.