

Submitting Subpoenas to the US Marshal for Service

CRIMINAL SUBPOENAS. Indigent defendants are allowed to have subpoenas issued and served by the US Marshal as if on behalf of the government. This means that these defendants do not have to pay for the service. Defendants who can afford to provide for their own defense, however, may be charged fees if the US Marshal is used to serve subpoenas.

Request for service pursuant to Rule 17b (Indigent defendants). Please submit documents with 1) copy of the Rule 17b order or 2) coversheet indicating the docket number of the Rule 17b Order (this must be verifiable through PACER – i.e. the Order itself should not be “under seal”).

1. Original Subpoena. This will be the Action copy and return will be made to the Court on this form.
2. Copy of the Subpoena (return page is not required) and any information or documentation you feel is important for the witness to have. This is what will be given to the witness
3. If you wish to have a record of receipt by the US Marshal you may also provide:
 - a. A copy of the subpoena’s face sheet which will be time stamped; or
 - b. If multiple subpoenas are to be served, the requestor may provide a copy of the filed request list which can be time-stamped to show receipt (Rule 17b only).
4. If you wish to receive a proof of service, please provide the US Marshal with a fax number and copies of the return will be faxed prior to filing with the court. Please note that this notification will occur once all endeavors have been made.

Request for service not pursuant to Rule 17b (Non-indigent defendants). Please submit documents along with a USM285 for each party to be served. Fees will apply and a deposit may be required.

1. Original Subpoena. This will be the Action copy and return will be made to the Court on this form.
2. Copy of the Subpoena (return page is not required) and any information or documentation you feel is important for the witness to have. This is what will be given to the witness
3. A copy of the USM285 will be provide as a record of receipt by the US Marshal
4. An executed USM285 will be the proof of service. This will also be the bill for service. Please note that this notification will occur once all endeavors have been made.

CIVIL SUBPOENAS. Service of subpoenas in civil cases may be made by anyone aged 18 years or more who is not a party to the case. Often, in order to expedite service, parties should use means other than the US Marshal to serve subpoenas whenever possible.

Request for service in forma pauperis. Please submit documents along with a USM285 (original & 2 copies) for each party to be served. Fees will be incurred, although payment may not be due immediately.

1. Original Subpoena. This will be the Action copy and return will be made to the Court on this form.
2. Copy of the Subpoena (return page is not required) and any information or documentation you feel is important for the witness to have. This is what will be given to the witness
3. A copy of the USM285 will be provide as a record of receipt by the US Marshal
4. An executed USM285 will be the proof of service. Please note that this notification will occur once all endeavors have been made.

Request for service other than forma pauperis. Please submit documents along with a USM285 (original & 2 copies) for each party to be served. Fees will apply and a deposit may be required.

1. Original Subpoena. This will be the Action copy and return will be made to the Court on this form.
2. Copy of the Subpoena (return page is not required) and any information or documentation you feel is important for the witness to have. This is what will be given to the witness
3. A copy of the USM285 will be provide as a record of receipt by the US Marshal
4. An executed USM285 will be the proof of service. This will also be the bill for service. Please note that this notification will occur once all endeavors have been made.