

**CLERK OF THE SUPERIOR COURT
MARICOPA COUNTY**

Central Court Building
201 West Jefferson Street
Phoenix, Arizona 85003

602-37-CLERK (25375)
Fax – 602-506-7684

Instructions for Issuance of a Subpoena for a Foreign Deposition Under Rule 45.1

In order to have a subpoena issued in the Superior Court of Arizona for a Foreign Deposition or Document Production where the underlying action or proceeding is located outside of Arizona, the following are required:

1. The issuance fee per each original subpoena to be issued may be located at the following page, [Click Here](#).
2. The appropriate subpoena forms that include the following:
 - (A) Presentation of a foreign subpoena that includes the following phrase below the case number: “For the Issuance of an Arizona Subpoena under Ariz. R. Civ. P. 45.1”
 - (B) Presentation of a blank Arizona subpoena that:
 - States the name of the Arizona court issuing it
 - Bears the caption and case number of the out-of-state case to which it relates
 - Identifies the foreign jurisdiction and court where the case is pending
 - Incorporates the discovery requested in the foreign subpoena
 - Contains or be accompanied by the names, addresses, and telephone numbers of all counsel of record in the proceeding to which the subpoena relates and of any party not represented by counsel
 - Complies with the form specified in Rule 45(a)(1) and otherwise required in Rule 45
 - Does not request discovery exceeding the discovery authorized in Rule 45
3. Other such pleadings as stated under the law of the foreign jurisdiction. Please provide the information regarding the law of the foreign jurisdiction that is applicable.
4. The Clerk of the Court’s office is not responsible for the service of subpoenas.

If mailing the documents, include a self-addressed stamped envelope for the return of the documents and send them to:

Clerk of the Superior Court
File Counter
201 West Jefferson Street
Phoenix, AZ 85003