

Instructions/Service of Subpoena on Infractions Only And Law Enforcement Addresses

You have requested the presence of a witness at your contested hearing. You are entitled to subpoena any witness, including the officer who issued the Notice of Infraction. You may do so by following these procedures:

1. Fill out a **Request for Issuance of Subpoena Directing Witness to Appear at a Contested Hearing** form and return it to the court at least 30 days before your hearing date. Upon receipt of the completed form, the court will prepare the subpoena(s) and return it to you for service with an Affidavit of Service form and these instructions. Subpoenas must be either served in person at least 7 days before the hearing, or served by mailing it at least 11 days before the hearing (IRLJ 3.1).
2. You are responsible for having the subpoena served and for any costs incurred for service. Service can be made by the following:
 - a. Civil Service Section of the Lewis County Sheriff's Department
Contact by phone: 360-740-1302 *Minimum deposit for service is \$25.00
 - b. Any person over the age of 18 years, other than the defendant.
 - c. Process Serving Company
 - d. Any person over the age of 18 years, other than the defendant, can mail subpoena First Class Mail to the witness' last known address.
3. An Affidavit of Service form must be completed and signed by the person who served the subpoena and the form must be filed with the court by the hearing date.

Law Enforcement addresses for service of subpoena:

Washington State Patrol
850 NW Louisiana
Chehalis, WA 98532

Lewis County Sheriff
345 W Main Street MS: SHE01
Chehalis, WA 98532

Washington State Patrol
Morton Detachment
PO Box 717
Morton, WA 98356

Morton Police Department
250 Main Ave.
PO Box 1089
Morton, WA 98356

Washington State Patrol
Aviation Division
7525A Old Hwy 99
Olympia, WA 98501
(service by mail not accepted)

Mossyrock Police Department
154 E. Main
PO Box 96
Mossyrock, WA 98564

Department of Fish and Wildlife
5525 S 11th Street
Ridgefield, WA 98642

Pe Ell Police Department
City Hall – 215 Main Street
PO Box 215
Pe Ell, WA 98572

Washington State Liquor Control Board
PO Box 43095
Olympia, WA 98504

Washington Park and Recreation Commission
7150 Cleanwater Lane
Olympia, WA 98504

Toledo Police Department
130 N Second Street
PO Box 236
Toledo, WA 98591