



ONLINE SUBPOENAS APPLICATION

Instructions for attaching your own files to a purchased subpoena

NOTE: You may only attach a file to a purchased subpoena.

1. Go to <https://tools.azbar.org/subpoenas>
2. Click **Purchased Subpoenas** on the left menu button. Find the subpoena that you want to include with your file(s). Then click **Include My File**. Refer to screenshot directly below.

John Doe
Bar Number #000001

Subpoenas Home
Purchased Subpoenas (1)
Draft Subpoenas
Technical Support
Log Out

Purchased Subpoenas [Create New Subpoena](#)

Show 10 entries Search

Purchase Date	Case #	County	Plaintiff(s)	Defendant(s)	Recipient(s)	
May 08, 2019						View Receipt Subpoena (2)
February 06, 2019						View Receipt View Subpoena
March 08, 2018						View Include My File (2)

Showing 1 to 3 of 3 entries

Previous 1 Next

(3)



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3. Click **Choose File** to select the file that you wish to include with the subpoena. You may choose to select one or more files. Once you have selected your file(s), click **Attach Files And View Subpoena**. Refer to screenshot directly below.

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Purchased Subpoenas

Show 10 entries

Purchase Date	
May 08, 2019	C
February 06, 2019	C
March 08, 2018	C

Showing 1 to 3 of 3 entries

Subpoena

The State Bar of Arizona does not store any files you upload.
This tool allows you to create a one-time PDF of the subpoena and the file(s) you choose to add.

4

File:

Choose File Test.pdf

Add Another: (optional)

Choose File No file chosen

5

Attach Files And View Subpoena

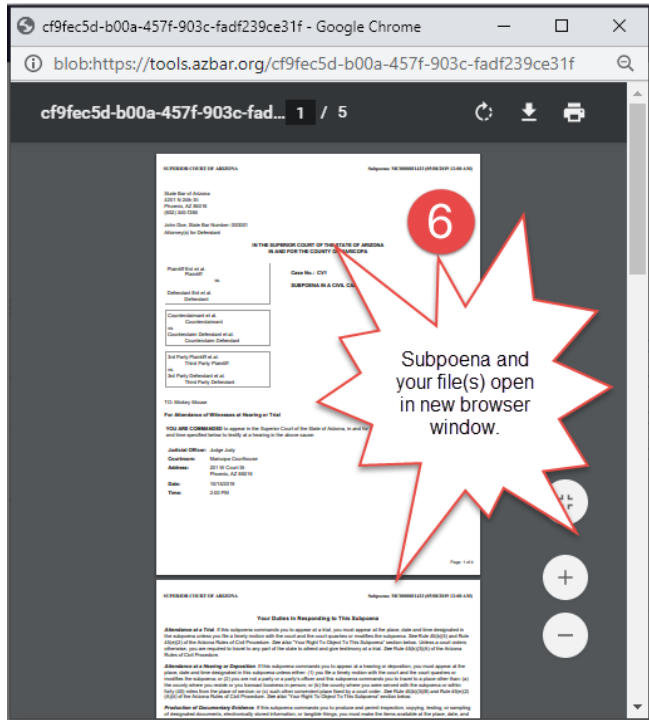
** In order for your file to be uploaded it MUST be in PDF format
Note: If your file is in MS Word or similar, then you may be able to invoke a "Save As" or "Export" command from within the software, and directly save/export your electronic document as a PDF document.

4. After clicking **Attach Files And View Subpoena**, the subpoena and your selected files will open in a new browser window. You may choose to save or print the subpoena and your files. Refer to screenshot directly below.

IMPORTANT: The subpoena opens in a new browser window. If you do not see the subpoena, ensure that you don't have a pop-up blocker that is preventing the window from opening.



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Subpoena

The State Bar of Arizona does not store any files you upload.
This tool allows you to create a one-time PDF of the subpoena and the file(s) you choose to add.

File: No file chosen

Add Another: (optional) No file chosen

[Attach Files And View Subpoena](#)

** In order for your file to be uploaded it MUST be in PDF format

Note: If your file in in MS Word or similar, then you may be able to invoke a "Save As" or "Export" command from within the software, and directly save/export your electronic document as a PDF document.