

Dan Dow, District Attorney County of San Luis Obispo Courthouse Annex, 4 <sup>th</sup> Floor San Luis Obispo, CA 93408	For Court Use Only
San Luis Obispo County Superior Court 1050 Monterey Street, Room 220 San Luis Obispo, CA 93408	
The People of the State of California  vs  Defendant name	Plaintiff,   Defendant(s)
DA Case Number: 079-0000000 Deputy DA: DDA Name Court Number: 12345678  RRR	
<b>SUBPOENA (Criminal)</b>	

The People of the State of California to:

Victim or Witness name  
1212 South St.  
Town, CA 93444

Type of hearing: Case type: Misdemeanor <b>Courtroom: Superior Court, Department D##</b> Courthouse Annex 1050 Monterey Street San Luis Obispo, CA 93408	<b>Date:</b>  <b>Time:</b>
---	----------------------------------

**You are ordered to appear in person as a witness in the above entitled case at the date and time and location listed above. Special Instructions:**

- Upon receipt of this subpoena, please contact the District Attorney Witness Coordinator at (805) 781-5821 or toll free at (866) 781-5821 between 8:00 a.m. and 5:00 p.m. Monday through Friday to confirm that your presence is required. For court purposes please be ready to give your date of birth and driver's license number (or DMV ID number).**
- You may be entitled to witness fees, mileage, or both, at the discretion of the court. Please contact the Witness Coordinator for assistance after your appearance.
- Witnesses subpoenaed for the downtown San Luis Obispo Courthouse may park free of charge at the public garage located at 842 Palm Street, two blocks from the courthouse. Please bring this subpoena and parking entrance ticket to the Victim/Witness office in the courthouse for validation.
- Additional instructions:

**Disobedience of this subpoena may be punished by a fine, imprisonment, or both. A warrant may be issued for your arrest if you fail to comply. Only the District Attorney's staff may excuse you.**

DAN DOW  
DISTRICT ATTORNEY

Dated: May 18, 2017

By: \_\_\_\_\_

Deputy District Attorney



Dear Witness:

You have been ordered by the court to appear as a witness in a criminal proceeding.

- It is important that you understand that shorts, tank tops and other inappropriate attire are not permitted.
- Security screening procedures, similar to airport metal detecting screening, have been adopted at the Courthouse. Please allow extra time for this process. You will pass through the screening stations when you enter the building. If you carry a folding knife or have one attached to your key chain it will be detected in screening and you will have to return it to your vehicle.
- See below for parking instructions.
- Please check in at Victim/Witness to have your parking pass validated.  
(1035 Palm St, Courthouse Annex, Room 384)

Thank you for your cooperation,  
Office of the District Attorney

## ***PARKING ARRANGEMENTS TO AVOID CONFUSION:***

Park in the parking structure located at 842 Palm Street. The entrance is on the north side of Palm Street and across the street from the Palm Theatre. Do not park in the newer parking structure which is located at 919 Palm Street on the south side of Palm, across the street from City Hall and next to the County Library. If you park in the new structure your parking receipt will not be validated and you may be asked to go back and move your car.

