

# PRAECIPE

IN THE MUNICIPAL COURT OF TOLEDO

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Case Number**

\_\_\_\_\_  
**Plaintiff**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Plaintiff's Address**

\_\_\_\_\_  
**Attorney for**

\_\_\_\_\_  
**Defendant**

\_\_\_\_\_  
**Address for Attorney**

\_\_\_\_\_  
**Defendant's Address**

\_\_\_\_\_  
**Phone Number for Attorney**

\_\_\_\_\_  
To The Clerk: Please Issue

- Exemplified Transcript**
- Certified Copy or  
Certificate of Copy**
- Out of County Sheriff  
(Must Complete Instructions Below)**

- Certificate of Judgment**

\_\_\_\_\_  
**Judgment Date**

\_\_\_\_\_  
**Judgment Amount**

\_\_\_\_\_  
**Court Costs**

\_\_\_\_\_  
**Interest**

- Certificate of Revocations  
To the Bureau of Motor Vehicles**

- Subpoena/ Subpoena Duces Tecum**

\_\_\_\_\_  
**D.O.B.**

\_\_\_\_\_  
**Party to Subpoena**

\_\_\_\_\_  
**S.S. #**

\_\_\_\_\_  
**Party Address**

\_\_\_\_\_  
**Driver's License #**

\_\_\_\_\_  
**City, State, Zip Code**

\_\_\_\_\_  
**Date of Loss**

\_\_\_\_\_  
**Date of Garnishment (if necessary)**

\_\_\_\_\_  
**Judgment Date**

\_\_\_\_\_  
**Date – Time – Courtroom #**

\_\_\_\_\_  
**Judgment Amount**

**Please Bring:**