

**631.3 Commencement of actions — clerk to furnish forms — subpoena.**

1. All actions shall be commenced by the filing of an original notice with the clerk. At the time of filing, the clerk shall enter on the original notice and the copies to be served, the file number and the date the action is filed.

2. The clerk shall furnish standard forms as provided in [section 631.15](#), as such pleadings may be required. The clerk may furnish information to any party to enable the party to complete a form.

3. The clerk shall cause to be entered upon each copy of the original notice and in the docket the time within which the defendant is required to appear, which time shall be determined in accordance with [section 631.4](#).

4. Upon the request of a party to the action, the clerk or a judicial officer shall issue subpoenas for the attendance of witnesses at a hearing. [Sections 622.63 to 622.67](#), [622.69](#), [622.76](#) and [622.77](#) apply to subpoenas issued pursuant to [this chapter](#).

[C73, §631.3, 631.5; C75, 77, 79, 81, §631.3]

[83 Acts, ch 186, §10117, 10201](#); [84 Acts, ch 1322, §1](#)