

**BEFORE THE STATE OF CALIFORNIA**

ATTORNEY/REPRESENTATIVE (NAME AND ADDRESS):

FOR SPB ONLY

REPRESENTING:

APPELLANT:

RESPONDENT:

SUBPOENA:  
 DUCES TECUM       STATEWIDE

CASE NUMBER:

THE PEOPLE OF THE STATE OF CALIFORNIA, TO (NAME):

1. YOU, AND EACH OF YOU ARE ORDERED TO APPEAR AS A WITNESS, in this action as set forth below unless you make a special agreement with the person named in item 3:

a. Date: \_\_\_\_\_ Time: \_\_\_\_\_

b. Address: \_\_\_\_\_

2. AND YOU ARE:
- a.  ordered to appear in person and attend a hearing to be held in the above-captioned matter before the Administrative Law Judge, State Personnel Board.
  - b.  ordered to appear in person regardless of distance. When this section is countersigned by an Administrative Law Judge, this is a statewide subpoena under Government Code section 18672. Such subpoena must be accompanied by an affidavit establishing that you are a material witness to the proceeding.

\_\_\_\_\_ Date

\_\_\_\_\_ Administrative Law Judge, State Personnel Board

- c.  ordered to designate one or more persons to testify on your behalf as to the matters described in the accompanying statement.
- d.  not required to appear in person if you produce the records described in the accompanying affidavit in compliance with Evidence Code sections 1560 and 1561.
- e.  ordered to make the original business records described in the accompanying affidavit available for inspection at your business address by the attorney's representative and to permit copying at your business address under reasonable conditions during normal business hours. (Evid. Code § 1560, subd.(e)).
- f.  ordered to appear in person and to produce the records described in the accompanying affidavit. The personal attendance of the custodian or other qualified witness and the production of the original records is required by this subpoena. The procedures authorized pursuant to subdivision (b) of section 1560 and sections 1561 and 1562 of the Evidence Code will not be deemed sufficient compliance with this subpoena.

3. **IF YOU HAVE ANY QUESTIONS ABOUT WITNESS FEES OR THE TIME OR DATE FOR YOU TO APPEAR, OR IF YOU WANT TO BE CERTAIN THAT YOUR PRESENCE IS REQUIRED, CONTACT THE FOLLOWING PERSON BEFORE THE DATE ON WHICH YOU ARE TO APPEAR:**

a. Name: \_\_\_\_\_

b. Telephone Number: \_\_\_\_\_

4. **WITNESS FEES:** You are entitled to receive witness fees and mileage actually traveled, as provided by law, if you request them BEFORE your scheduled appearance. Request them from the person named in item 3.

**DISOBEDIENCE OF THIS SUBPOENA MAY CAUSE YOU TO BE LIABLE FOR CONTEMPT AND OTHER PENALTIES PROVIDED BY LAW.**



\_\_\_\_\_ Date

\_\_\_\_\_ ADMINISTRATIVE LAW JUDGE, STATE PERSONNEL BOARD  
or Licensed Member of California State Bar

\_\_\_\_\_ Bar #

## PROOF OF SERVICE OF SUBPOENA

1. I served this  *subpoena*  *subpoena duces tecum* and supporting affidavit by delivering a copy personally to the person served as follows:

a. Person Served (name): _____	c. Date of Delivery: _____
b. Address where served: _____	d. Time of Delivery: _____
e. Witness Fees (check one):	
1. <input type="checkbox"/> were offered or demanded and paid. Amount: \$ _____	2. <input type="checkbox"/> were not demanded or paid
f. Fees for service: Amount: \$ _____	

2. I received this subpoena for service on (date): \_\_\_\_\_

3. Person serving:

- a.  Not a registered California process server.
- b.  Registered California process server.
- c.  Employee or independent contractor of a registered California process server.
- d.  Exempt from registration under Business & Professions Code section 22350(b).
- e.  California Sheriff, Marshall, or Constable.
- f.  Other: \_\_\_\_\_
- g.  Name, address and telephone number, and, if applicable, county of registration and number.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and this declaration is executed on:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*(For California Sheriff, Marshall, or Constable use only)*

I Certify that the foregoing is true and correct and that this certificate is executed on:

Date: \_\_\_\_\_ At (place): \_\_\_\_\_ Signature: \_\_\_\_\_