

SUBPOENA INFORMATION

Subpoenas for administrative child support hearings conducted by the State of Hawai'i Office of Child Support Hearings are issued and served in accordance with Hawaii Revised Statutes §§ 576E-2(2); 576E-10(d)(4); 576E-18 and Hawaii Administrative Rule § 5-34-13.

Preparation and Service of Subpoena

The party requesting issuance of the subpoena shall be responsible for preparation and service of the subpoena and for tendering payment of any fees and costs for production and copying, and for attendance and mileage required by law.

The party requesting issuance of the subpoena shall submit the completed subpoena to the presiding Hearings Officer for signature along with a stamped, self-addressed envelope for return of the original subpoena to the requesting party for service.

Service of a subpoena upon a person named therein shall be made by delivering a copy thereof to such person and by tendering to such person the fees for one day's attendance and the mileage allowed by law.

Unreasonable or Oppressive Subpoenas Not Permitted

Upon motion timely made, or upon the Hearings Officer's own motion, the Hearings Officer may quash or modify the subpoena if it is unreasonable or oppressive.

SUBPOENA

In the Matter of _____,

Party Requesting Subpoena:

Responsible Parent.

NAME: _____

Responsible Parent Custodial Parent

CSEA No.: _____

ADDRESS: _____

Street address/post office box

City/State/Zip

Telephone

TO:

Name of person being served

Street address/post office box

Alternate address

City/State/Zip

TELEPHONE: _____

YOU ARE COMMANDED TO: (check all that apply)

- Appear and testify in the above-entitled contested case hearing at the place, date, and time indicated below.
- Produce, permit inspection and copying of the following items at the contested case hearing at the date, time and place indicated below.

DOCUMENTS TO BE PRODUCED (the party requesting the subpoena is responsible for tendering payment of any fees and costs for production and copying, and for attendance and mileage required by law):

Date of Hearing: _____

Hearings Officer: _____

Time of Hearing: _____

Location of Hearing: _____

Signature of Hearings Officer

Dated: _____

Authority: HRS §§ 576E-2(2); 576E-10(d)(4);
576E-18; HAR § 5-34-13

PROOF OF SERVICE

I certify that this subpoena was received and served as follows:

- By delivering a copy of this subpoena to the person named above.
- This subpoena WAS NOT served for the following reasons: _____.

Date served: _____.

Printed Name of Server

Signature of Server