

SUBPOENA INFORMATION

Administrative Child Support Hearings Officers have the power to issue subpoenas pursuant to Sec. 576E-10(d)(4), Hawaii Revised Statutes, and Sec. 5-34-13, Hawaii Administrative Rules (H.A.R.). Subpoenas are documents that request the attendance of witnesses at a scheduled administrative child support hearing, or the production of documents or things for an administrative child support hearing. It is a way a party (hearing participant) can try to gather information and evidence for a hearing.

The party requesting the subpoena is responsible for preparing the subpoena, serving the subpoena, and paying for any fees and costs (see Sec.5-34-13, H.A.R.).

Steps to follow:

1. Complete the subpoena form attached.
 - a. A party may complete multiple subpoena forms at the same time for different witnesses or documents.
 - b. The subpoena must clearly identify the person to be subpoenaed or the documents or things desired to be produced.
2. Send the original subpoena(s) and a self-addressed stamped envelope to:
Office of Child Support Hearings
601 Kamokila Blvd., #436
Kapolei, HI 96707
3. When the office receives the subpoena, it will be given to the Hearings Officer assigned to conduct the hearing.
 - a. The Hearings Officer will review the subpoena to see if who or what is being requested is appropriate and relevant to the issues at the hearing.
 - b. The Hearings Officer has the authority to deny or modify the subpoena if they deem it is unreasonable or oppressive.
4. If the Hearings Officer approves the subpoena, they will sign and date the subpoena. Then they will send it back to the party requesting it in the self-addressed stamped envelope that was provided by them.
5. When the party requesting the subpoena receives it back, they must serve it on the witness or the person responsible for providing the documents.
 - a. Service of the subpoena may be made by a professional process server or company, or any adult over the age of 18 who is NOT a party in the administrative action (this excludes Responsible Parent, Custodial Parent, non-custodial parent).

b. When a subpoena is served, the bottom of the subpoena form must be completed with the date of service and the name and signature of the person who served the subpoena.

6. The party requesting the subpoena must then send the original completed subpoena form to the office (see #2 above).

The party requesting the subpoena may call the office to see if any documents were received a few days before the hearing.

The Hearings Officer conducting the hearing will decide if, how, or when any documents received will be distributed.

SUBPOENA

Office of Child Support Hearings
Department of the Attorney General
State of Hawaii

601 Kamokila Blvd., #436
Phone: (808) 692-7110
Fax: (808) 692-7114

Responsible Parent (RP): _____
Custodial Parent (CP): _____
CSEA Case Number: _____

Party Requesting Subpoena: ☐ RP ☐ CP
Address: _____

TO:

Person being served: _____

Name of business: _____
Address: _____

Phone number: _____

YOU ARE COMMANDED TO:

☐ Appear and testify in the above titled administrative hearing, at the date, time, and place indicated below.

☐ Produce copies of the documents specified below by sending, faxing, or delivering them before the hearing to:

Office of Child Support Hearings
601 Kamokila Blvd., Suite #436
Kapolei, HI 96707
Fax: (808) 692-7114

Note: The party requesting the subpoena is responsible for paying any fees and costs for document production and copying, and for attendance and mileage of witness as required by law.

DOCUMENTS TO BE PRODUCED:

HEARING:

Date of hearing: _____
Time of hearing: _____
Location of hearing: _____

Hearings Officer: _____
Signature: _____
Date: _____
Authority: Sec. 576E-10(d)(14), H.R.S.
Sec. 5-34-13, H.A.R.

PROOF OF SERVICE:

I certify that this subpoena was served and received by delivering a copy of this subpoena to the person named above. I also certify that I am 18 years old or older, and not a party or participant in this administrative action.

Name of server: _____ (Print) Date: _____

Signature of server: _____