

**Office of Child Support Hearings
Department of the Attorney General
State of Hawaii
601 Kamokila Blvd., Suite 436
Kapolei, HI 96707
Phone: 808-692-7110; Fax 808-692-7114**

ADMINISTRATIVE HEARING SUBPOENA INFORMATION

If you want to request that a subpoena be issued, please follow the instructions below to complete the attached form as soon as possible. Subpoenas are used by a party to request witnesses or documents for an administrative child support hearing, and is one way a party can try to gather information and evidence for a hearing. Subpoenas are permitted pursuant to Sec. 576E-10(d)(4), Hawaii Revised Statutes, and Sec. 5-34-13, Hawaii Administrative Rules (H.A.R.).

Instructions:

1. Complete the subpoena form attached.
 - a. You can make copies of it and complete many subpoena forms at the same time if you want to request different witnesses or documents from different sources/places.
 - b. You must clearly identify the person to be subpoenaed or the documents you want to be produced.
2. After you have completed the subpoena, send the original subpoena form(s) **and** a self-addressed stamped envelope back to:

Office of Child Support Hearings
601 Kamokila Blvd., #436
Kapolei, HI 96707
3. When the office receives the original subpoena forms, they will be given to the Hearings Officer assigned to conduct the hearing.
 - a. The Hearings Officer will review the subpoena forms to see if the witnesses or documents you requested are appropriate and relevant to the issues to be discussed at the hearing.
 - b. The Hearings Officer has the authority to deny or modify the subpoena form if they believe it is unreasonable, unclear, not relevant, or oppressive.
4. If the Hearings Officer approves the subpoena form, they will sign and date it, and send it back to you in the self-addressed stamped envelope that you provided.
5. When you receive the subpoena form back, you must have it served on the witness or the person responsible for providing the documents.
 - a. A subpoena may be served by a professional process server or company, or any adult over the age of 18 who is NOT a party in the action (this excludes the Responsible Parent, Custodial Parent, or their representatives).
 - 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 it.
6. You must then send the original completed subpoena form back to the office (see #2 above).

If the Hearings Officer receives any documents requested in the subpoena form, they will decide if, when, or how they will be given to the parties.

ADMINISTRATIVE HEARING SUBPOENA FORM

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): _____ Party Requesting Subpoena: [] RP [] CP
Custodial Parent (CP): _____ Address: _____
CSEA Case Number: _____

TO:

Person being served: _____
Name of business: _____
Address: _____
Phone number: _____

YOU ARE HEREBY ORDERED 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 faxing or mailing them before the hearing directly to:
Office of Child Support Hearings
601 Kamokila Blvd., Suite #436
Kapolei, HI 96707
Fax: (808) 692-7114

Note: The party requesting the information is responsible for paying any fees and costs for document production and copying, and for attendance and mileage of witness as required by law. DO NOT SEND ANY DOCUMENTS TO THE PERSON MAKING THE REQUEST, SEND ALL DOCUMENTS DIRECTLY TO THE HEARINGS OFFICE.

DOCUMENTS TO BE PRODUCED:

HEARING:

Date of hearing: _____ Hearings Officer: _____
Time of hearing: _____

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

PROOF OF SERVICE:

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

Name of server: _____ (Print) Date: _____
Signature of server: _____