

**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**

ADMINISTRATIVE HEARING SUBPOENA INFORMATION

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

Instructions:

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

Office of Child Support Hearings
601 Kamokila Blvd., Suite 436
Kapolei, HI 96707
3. When the office receives the original subpoena form(s), 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 documents 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 set a deadline to comply with the subpoena. Then they will send it back to you in the self-addressed stamped envelope that you provided.
5. When you receive the subpoena form back, make a copy of it. Then serve the **original** form on the person/business/source you are requesting documents from.
 - 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, have the person who served it complete the bottom of the **copy** of the subpoena you made in the "Proof of Service" section.
 - c. Then send that subpoena form back to this office.

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

ADMINISTRATIVE HEARING SUBPOENA FORM

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

601 Kamokila Blvd., Suite 436
Phone: (808) 692-7110
Fax: (808) 692-7114
Email: ag.ocsh@hawaii.gov

Responsible Parent (RP): _____	Party Requesting Subpoena: []RP []CP
Custodial Parent (CP): _____	Date of hearing: _____
CSEA Case Number: _____	Time of hearing: _____

TO:

Person being served: _____

Name of business: _____
Address: _____

Phone number: _____

YOU ARE HEREBY ORDERED TO:

Produce copies of the documents specified below by mailing, faxing, emailing, or delivering them directly to **Office of Child Support Hearings, 601 Kamokila Blvd., Suite 436, Kapolei, HI 96707, Fax: (808) 692-7114, email: ag.ocsh@hawaii.gov. DO NOT SEND ANY DOCUMENTS TO THE PERSON MAKING THE REQUEST, SEND ALL DOCUMENTS DIRECTLY TO THE OFFICE OF CHILD SUPPORT HEARINGS.** The party requesting the information is responsible for paying any fees and costs for document production and copying, and will not receive copies of documents until proof of payment is received by OCSH.

DOCUMENTS TO BE PRODUCED:

HEARING: (FOR OCSH USE ONLY)

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

THE DOCUMENTS ARE DUE BY:

Date: _____

PROOF OF SERVICE: (To be completed by the person who served this subpoena)

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

Name of server: _____ (Print) Date: _____

Signature of server: _____