5-07/170.25 - Filling Out Form SH-R-376

When submitting form SH-R-376, an original and one carbon copy shall be made and the following instructions adhered to in filling out the form.

The subpoenaed deputy shall:

- Complete sections 1 through 6 (name entered in section 6 to be the same as in section 1 in addition to the unit of assignment);
- Complete section 7 upon accepting service of subpoena. (The information for this section is usually located on the lower portion of the face of the subpoena.) If payment of the fee is not applicable (see section 5-07/170.20), enter the words "Fee Not Applicable - Party: County of Los Angeles" in the area across from fee information;
- Complete sections 8 through 12;
- Complete form by entering date, employee number, base salary, item classification, and signature;
- Submit each day's completed form to his supervisor for signature;
- Submit the original of the completed forms together with any mileage claims (see section 5-07/170.15) to Fiscal Administration, Special Accounts Section, Attn: Witness Fees; and
- Subpoenaed person shall keep the carbon copies of the form for his personal records.