6-08/200.00 Subpoenas

A subpoena shall be served by delivering a copy of the subpoena to the individual named on the subpoena or to any person who would be eligible to receive service of summons (5-07/500.00 Service of Summons) on behalf of the individual or organization named on the subpoena. The copy of the subpoena may be delivered by personal service (CCP 415.10), by substituted service (CCP 415.20), or by certified mail. The affidavit of the individual serving the subpoena setting forth the manner of such service, along with the return post office receipt in the case of mail service, shall be sufficient proof of such service. (GC 12963.1)

• 6-08/200.10 Time to Serve

Service of a subpoena shall be made so as to allow the recipient of the subpoena a reasonable time for compliance.

• 6-08/200.20 Subpoena Duces Tecum

A subpoena for appearance and production of books, records, documents, and physical materials shall identify with reasonable particularity the things that are to be produced. The subpoena need not be accompanied by an affidavit showing good cause or the materiality of the things sought to be produced.

• 6-08/200.30 Subpoena re Deposition

A subpoena for appearance and testimony at a deposition or other proceeding issued to a corporation, partnership, association, public entity, or other organization shall state with reasonable particularity the matters on which testimony is sought. The organization served with such a subpoena shall have the obligation of producing as a witness one or more officers, directors, managing agents, or other individuals to testify on its behalf as to the matters specified in the subpoena.

• 6-08/200.40 Attendance

No individual named on a subpoena shall be obliged to attend as a witness before the department at a place out of the county in which that person resides, unless the distance is less than 150 miles from the individual’s place of residence or good cause appears why attendance of the witness at greater distance should be required. Each witness who has appeared pursuant to a subpoena shall, upon demand, be paid by the department the same fees and mileage allowed by law to witnesses in civil cases. (California Code of Regulations 10059) (GC 12963.1)