6-10/310.00 Manner of Service

• 6-10/310.10 Designated Public Employee Witness

A designated public employee may be served personally or by leaving two copies of the subpoena with the employee's immediate superior or an agent designated to accept service. Designated public employees include (GC 68097.1):

Building inspector
California Highway Patrol peace officer
City police officer
Department of Justice peace officer or analyst
District attorney inspector
Firefighter
Marshal, deputy marshal
Probation officer
Sheriff, deputy sheriff
State Fire Marshal peace officer

• 6-10/310.20 CHP Witness

If the subpoena is for a CHP peace officer who resides within this state, the subpoena may be personally served on the officer or the officer's immediate superior or by delivering, during usual office hours and at least five days prior to the hearing, to the person in charge of the CHP office where the officer's report was filed. (GC 68097.3)

• 6-10/310.30 Other Witness

A subpoena must be served personally on the witness, except for designated public employees. (CCP 1987(a))

• 6-10/310.40 Department of Motor Vehicles (DMV) Records

All civil process in actions brought against the director and the Department of Motor Vehicles and all subpoenas for the production of department records shall be served upon the director or his appointed representatives at the department's headquarters. (VEH 24.5)