# 6-10/950.00 Service

Personal service is required. Service on a business entity may be made by delivering the subpoena to any officer, director or custodian of records (or any agent or employee authorized to accept service). (CCP 2020.220) Service on a law enforcement officer may be made either by serving the officer personally or by delivering two copies to his or her immediate supervisor. (GC 68097.1) If personal attendance is required, service must be made in sufficient time to allow the witness a reasonable time to locate and produce the records or copies thereof. (CCP 1985.6(d);2020.220(a))

Service shall be effected a sufficient time in advance of the deposition to provide the deponent a reasonable opportunity to locate and produce any designated business records, documents, and tangible things. Any person may serve the subpoena by personal delivery to a natural person witness or to any officer, director, custodian of records, agent or employee authorized by the organization to accept service of a subpoena. If the records are maintained at more than one location, the subpoena must be served at least 10 days before the deposition. (CCP 1985.6(d))

The subpoena cannot be served on the employer until at least 5 days after the employee has been served with a copy of the subpoena and a Notice of Privacy Rights. (CCP 1985.6(b)(3))

The date specified in the subpoena for production of personal records of a consumer must be at least

15 days after the subpoena is issued. (CCP 1985.3(b), 1985.6)

The subpoenaing party retains the original subpoena and Notice of Privacy Rights. It is not filed with the court unless it becomes relevant on a motion to compel. (CRC 3.250)