DR 4870 (07/14/26)
COLORADO DEPARTMENT OF REVENUE
Hearings Division
PO Box 17087
Denver CO 80217-0087
Phone (303) 205-5606
dor_regulatoryhearings@state.co.us

Subpoena Duces Tecum Request Cover Sheet for Regulatory Hearings

Respondent Last Name | Respondent First Name | Middle Initial

Case Number

Requestor Last Name | Requestor First Name | Middle Initial

Requestor Phone Number

Preferred Return Method: ◯ Email ◯ Mail

Email Address

Mailing Address

City | State | ZIP Code

Email to: dor_regulatoryhearings@state.co.us

Subpoena Duces Tecum

In the matter of:

Respondent

Date of Birth (DOB)

Case Number

Date of Offense

Custodian of Records

Street Address

City

State

ZIP Code

For a hearing to be held by Zoom at a hearing before the Colorado Department of Revenue, Hearings Division:

Zoom Hearing URL:

On Date:

Time:

You Must Take the Following Action:

Produce the requested documents, data, or other objects to both the requestor at the email address or mailing address above, and the Hearings Division at dor_regulatoryhearings@state.co.us **at least seven days prior to the scheduled hearing date listed above.** Requested item(s) are as follows:

Service of the Subpoena Duces Tecum must be at least 14 days prior to the compliance date.

Name and Signature of individual requesting the Subpoena:

Name

Signature

Granted by: (Hearing Officer)

Today's Date (MM/DD/YY)

Affidavit of Service

Respondent

Case Number

The Affiant

being duly sworn, says: That he/she is over the age of eighteen years and is not a party to this action and that Affiant has personally served this within subpoena in the

City of

County of ,

State of Colorado by handing a copy of same to

(Name of Person)

(Title of Person)

who has been identified as

on (date) , at a.m./p.m., and paid the witness fee(s) as follows:

Witness Fee..... $ (If applicable pursuant to §24-4-105(5) C.R.S.)

Mileage Fee..... $ (If applicable pursuant to §13-33-103 C.R.S.)

Total..... $

Subscribed and affirmed, or sworn to before me in the

County of

State of

this day of ,20

Notary Signature

Commission Expiration Date

Affiant