



## Subpoena Request Cover Sheet

Name of Respondent: \_\_\_\_\_

Case # \_\_\_\_\_

Name of Requestor \_\_\_\_\_

Phone Number of Requestor \_\_\_\_\_

Preferred Return Method:

Email      Mail

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

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**EMAIL TO: [dor\\_info\\_hearings@state.co.us](mailto:dor_info_hearings@state.co.us)**



**SUBPOENA DUCES TECUM**

In the matter of the driving privilege of:

Respondent \_\_\_\_\_ Date of Birth \_\_\_\_\_

Case Number \_\_\_\_\_ Date of Offense \_\_\_\_\_

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

Zoom Meeting ID:	Zoom Hearing URL:
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On _____ Date:	Time: _____
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**YOU MUST TAKE THE FOLLOWING ACTION:**

Produce the following documents, data, or other objects:

Name and Signature of individual requesting the Subpoena:

**\*\* Please sign the subpoena and complete the required statement attachment.**

By: (Hearing Officer)	Today's Date
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**AFFIDAVIT OF SERVICE**

\_\_\_\_\_ 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), who has been identified as \_\_\_\_\_ (title of person) 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 sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ in the County of \_\_\_\_\_, State of Colorado

Notary \_\_\_\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_ Affiant