



## 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 TO TESTIFY**

In the matter of the driving privilege of:

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

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

|               |         |                 |
|---------------|---------|-----------------|
| Officer Name: | Badge#: | Officer Agency: |
|---------------|---------|-----------------|

You are hereby directed to appear  by Zoom at a hearing before the Colorado Department of Revenue, Hearings Division:  
**Your failure to check in may result in a dismissal of the case.**

|          |       |
|----------|-------|
| On Date: | Time: |
|----------|-------|

|                  |                   |
|------------------|-------------------|
| Zoom Meeting ID: | Zoom Hearing URL: |
|------------------|-------------------|

**YOU MUST TAKE THE FOLLOWING ACTION:**

|  |   |
|--|---|
| <p>BY TELEPHONE:</p> <p>Call the Hearing Check in number: <input style="width:100px" type="text"/> Go to the Zoom Meeting URL Address.</p> <p>Enter your Zoom Meeting ID number followed by #.</p> <p>When prompted to enter your participant number or the # key, press the # key.</p> <p>The system will advise you that you are checked in, and will be unmuted when all participants are ready. Please stay on the line.</p> | <p>BY COMPUTER OR APP:</p> <p>You will be prompted to download and run Zoom. Click on the file and install the the launcher. We recommend completing this step well before your meeting time. Your computer must have a microphone &amp; speaker. If the host hasn't started the meeting, you will see a message stating "Please wait for the host to start this meeting."</p> <p>Once the host joins, the Zoom meeting window will appear where you can join by audio and video. Select Join Audio Conference by Computer.</p> |
|--|---|

Name and Signature of individual requesting the subpoena:  
**\*\*If this subpoena is for other than the appearance of the officer who signed the Affidavit and Notice of Revocation, complete the required statement attachment.**

|                               |              |
|-------------------------------|--------------|
| Granted By: (Hearing Officer) | Date Granted |
|-------------------------------|--------------|

IF THE PARTY IS NOT PERSONALLY SERVED, PLEASE FILL OUT THIS BOX  
I, \_\_\_\_\_ (name of person served), \_\_\_\_\_ (title of person), hereby swear that I am authorized to accept service on behalf of \_\_\_\_\_ (officer name), whose name appears under "Officer Name" on this form.  
  

\_\_\_\_\_  
Signature of party accepting service

**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 \_\_\_\_\_

\_\_\_\_\_  
Affiant

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