

Subpoena to Testify Request Cover Sheet for Regulatory Hearings

Respondent Last Name	Respondent First Name	Middle Initial
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Case Number

Requestor Last Name	Requestor First Name	Middle Initial
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Requestor Phone Number

Preferred Return Method: Email Mail

Email Address

Mailing Address

City	State	ZIP Code
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Name of Individual to be Subpoenaed:

Expected Testimony:

Email to: dor_info_hearings@state.co.us

Subpoena to Testify in Regulatory Hearings

In the matter of:

Respondent

Case Number

This subpoena is directed to:

You are hereby directed to appear

by Zoom at a hearing before the Colorado Department of Revenue, Hearings Division:

Zoom Meeting ID (Required):

Zoom Hearing URL (Required):

Zoom Dial In Number (Required):

On Date:

Time:

You Must Take the Following Action:

By Telephone:

Call the Zoom Dial In Number. Enter your Zoom Meeting ID number, then press the number (pound) key. When prompted to enter your host number or press pound, press the number (pound) key. The system will advise you that you are checked in, and will be unmuted when all participants are ready. Please stay on the line.

By Computer or App:

Go to the Zoom Meeting URL Address. 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 & speaker. If the host hasn't started the meeting, you will see a message stating "Please wait for the host to start this meeting." Once the host joins, the Zoom meeting window will appear where you can join by audio and video. Select Join Audio Conference by Computer.

Name and signature of person requesting the subpoena:

Requestor name:

Party (if not the same as requestor):

Requestor phone number:

Requestor email address:

Signature: (Requestor)

Date (MM/DD/YY)

Granted By: (Hearing Officer)

Date Granted (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 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 affirmed, or sworn to before me in the

County of

State of

this

day of

, 20

Notary Signature

Commission Expiration Date

Affiant