

TERRY E. BRANSTAD
GOVERNOR

RODNEY A. ROBERTS, DIRECTOR

KIM REYNOLDS
LT. GOVERNOR

REQUEST FOR SUBPOENA IN A CONTESTED CASE

Requesting Party

Name (If attorney or representative, also list party's name)	Phone Number	Email Address
Address	City, State, Zip	
Preferred Method for Administrative Hearings Division to Provide Subpoena to Requesting Party <input type="checkbox"/> Mail <input type="checkbox"/> Emailed PDF <input type="checkbox"/> In-Person Pickup (Wallace State Office Building)		

Case Information

Case Number	Parties to the Case	
Date of Proceeding	Time of Proceeding	Type of Proceeding <input type="checkbox"/> Deposition <input type="checkbox"/> Phone Hearing <input type="checkbox"/> In-Person Hearing
Location of Proceeding, including full address (If deposition or in-person hearing being conducted outside the Wallace State Office Building)		
Method of recording deposition (if applicable) <input type="checkbox"/> Certified Shorthand Reporter <input type="checkbox"/> Other means (specify): _____		

Witness/Documents to be Subpoenaed

Name	Type of Request <input type="checkbox"/> Document Production Only <input type="checkbox"/> In-Person Testimony <input type="checkbox"/> Phone Testimony
Address	City, State, Zip
Description of any documents or other items requested for witness to provide at or before the proceeding (If requesting electronically stored information, specify form in which the information is requested). Attach additional pages if necessary.	

Instructions for Requesting Party

- Complete this form and return to the Administrative Hearings Division by in-person delivery, mail, email (adminhearings@dia.iowa.gov), or fax (515-281-4477) at least **seven (7) calendar days** before the scheduled hearing or deposition date. **Contact the Division at (515) 281-6468 with any questions.**
- The Division will provide a completed subpoena in the manner requested above, and the requesting party must make arrangements for the subpoena to be served on the witness, consistent with the Iowa Rules of Civil Procedures. **Parties are not permitted to serve the subpoenas themselves.**
- The requesting party is responsible for paying any expense of service, as well as any witness fees or mileage expenses to which a witness is entitled.