

KIM REYNOLDS
GOVERNOR

RODNEY A. ROBERTS, DIRECTOR

ADAM GREGG
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 the Administrative Hearings Division to Provide Subpoena to the Requesting Party <input type="checkbox"/> Mail <input type="checkbox"/> Emailed PDF <input type="checkbox"/> In-Person Pickup (Wallace State Office Building in Des Moines)		

Case Information

Case Number	Parties to the Case (e.g., John Doe v. Department of Transportation)
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Person and Documents or Other Items to be Subpoenaed

Name	Type of Request <input type="checkbox"/> Document Production Only (Specify below the date, time, and method of production) <input type="checkbox"/> In-Person Testimony at a Hearing <input type="checkbox"/> Phone Testimony at a Hearing <input type="checkbox"/> In-Person Testimony at a Deposition <input type="checkbox"/> Phone Testimony at a Deposition	
Address		
City, State, Zip		
Date of Proceeding	Time of Proceeding	Method of recording deposition (if applicable) <input type="checkbox"/> Certified Shorthand Reporter <input type="checkbox"/> Other means (specify): _____
Location of Proceeding or, including full address (If deposition or in-person hearing being conducted outside the Wallace State Office Building)		
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, and if documents or other items are requested prior to the date of the proceeding, specify the date, time, and method of production). Attach additional pages if necessary.		

Instructions for Requesting Party: Complete this form for each subpoena requested 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, deposition, or production date. Contact the Division at (515) 281-6468 with any questions.