



Subpoena Request Cover Sheet

Name of Respondent: _____

Case # _____

Is party being subpoenaed a witness to the incident? _____

Name of Requestor _____

Phone Number of Requestor _____

Preferred Return Method:

Fax Email Mail

Fax # _____

Email Address _____

Mailing Address _____

EMAIL TO: 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 Dept.:
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You are hereby directed to appear by telephone in person at a hearing before the Colorado Department of Revenue, Hearings Division at :

On _____
 Date: _____ Time: _____

YOU MUST TAKE THE FOLLOWING ACTION:

If your appearance is by telephone, you must contact the Hearings Division at **1-855-813-5221** at least ten (10) minutes prior to the scheduled hearing and provide a telephone number where you can be reached for the hearing. A Hearing Officer will contact you at that number. **Your failure to provide a contact number, or failure to be available when called, may result in a default of the case and contempt proceedings against you through the District Court.**

You are also required to produce the following documents:

If you are appearing in person, bring the documents with you to the hearing. If you are appearing by telephone, the documents may be faxed or mailed, but must be received by the Hearings Division at least three (3) days prior to the hearing.

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.**

By: (Hearing Officer)	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