

STATE OF HAWAII  
COUNTY OF HONOLULU

DEPARTMENT OF THE ATTORNEY GENERAL  
OFFICE OF CHILD SUPPORT HEARINGS  
601 KAMOKILA BLVD., ROOM 436  
KAPOLEI, HI 96707  
CASE NO.: \_\_\_\_\_

---

**SUBPOENA**

In the Matter of \_\_\_\_\_,

Party Requesting Subpoena:

Responsible Parent.

NAME: \_\_\_\_\_

Responsible Parent  Custodial Parent

CSEA No.: \_\_\_\_\_

**TO:**

\_\_\_\_\_  
Name of person being served

\_\_\_\_\_  
Street address/post office box

\_\_\_\_\_  
City/State/Zip/Telephone

\_\_\_\_\_  
Alternate address

\_\_\_\_\_  
City/State/Zip/Telephone

---

**YOU ARE COMMANDED TO:** (check all that apply)

- Appear and testify in the above-entitled contested case hearing at the place, date, and time indicated below.  
 Produce, permit inspection and copying of the following items at the place, date and time indicated below.

---

DOCUMENTS TO BE PRODUCED (the party requesting the subpoena is responsible for tendering payment of any fees and costs for production and copying, and for attendance and mileage required by law:

Date of Hearing: \_\_\_\_\_

Hearings Officer: \_\_\_\_\_

Time of Hearing: \_\_\_\_\_

Location of Hearing: \_\_\_\_\_

\_\_\_\_\_  
Signature of Hearings Officer

Dated: \_\_\_\_\_

---

**PROOF OF SERVICE**

I certify that this subpoena was received and served as follows:

- By delivering a copy of this subpoena to the person named above.  
 This subpoena WAS NOT served for the following reasons: \_\_\_\_\_.

Date served: \_\_\_\_\_.

\_\_\_\_\_  
Printed Name of Server

\_\_\_\_\_  
Signature of Server

## **SUBPOENA INFORMATION**

*Subpoenas for administrative child support hearings conducted by the State of Hawaii Office of Child Support Hearings are issued and served in accordance with Hawaii Revised Statutes §§ 576E-2(1); 576E-10(d)(4); 576E-18 and Hawaii Administrative Rule § 5-34-13.*

### **Preparation and Service of Subpoena**

The party requesting issuance of the subpoena shall be responsible for preparation and service of the subpoena and for tendering payment of any fees and costs for production and copying, and for attendance and mileage required by law.

The party requesting issuance of the subpoena shall submit the completed subpoena to the presiding Hearing Officer for signature along with a stamped, self-addressed envelope for return of the original subpoena to the requesting party for service.

Service of a subpoena upon a person named therein shall be made by delivering a copy thereof to such person and by tendering to such person the fees for one day's attendance and the mileage allowed by law.

### **Unreasonable or Oppressive Subpoenas Not Permitted**

Upon motion timely made, or upon the Hearing Officer's own motion, the Hearing Officer may quash or modify the subpoena if it is unreasonable or oppressive.