

**LEGAL AFFAIRS DIVISION**  
**SUBPOENA** ☐ **DUCES TECUM**  
**AT THE REQUEST OF RESPONDENT**

**In the Matter of:**

} Driver License No.:  
} Bk. or Arrest No.:  
} Citation or Accident Date:  
} ☐ Administrative Per Se Hearing  
} ☐ Financial Responsibility No.:  
**Respondent** } ☐ Other:

**THE PEOPLE OF THE STATE OF CALIFORNIA SEND GREETING TO:**

1. **YOU ARE COMMANDED** to appear virtually by Teams video conference, by telephone, or in person and/or produce documents, if instructed below, and to testify in the above-entitled proceedings now pending before a Hearing Officer of the Department of Motor Vehicles at the date, time, and location indicated below.

Day:	Date:	Time:
Login Instructions:	<b>Via Microsoft Teams Remote Video Conference</b>	Hearing Officer:
Join By Video:	Meeting ID:	Meeting Passcode:
Join By Phone:	Phone Number:	Conference ID:

2. **AND YOU ARE ORDERED TO:**

- ☐ respond by joining the above Microsoft Teams Meeting or visiting [www.microsoft.com/en-us/microsoft-teams/join-a-meeting](http://www.microsoft.com/en-us/microsoft-teams/join-a-meeting) with the Microsoft Teams Meeting ID and Passcode on the date and time listed above.
- ☐ appear in person at:
- ☐ appear in person and produce the records described in the accompanying declaration and include an affidavit of the custodian of records in compliance with §§ 1560, 1561 and 1562 of the Evidence Code (EC) at:
- ☐ produce the records described in the accompanying declaration and include an affidavit of the custodian of records in compliance with §§ 1560, 1561 and 1562 EC. If an affidavit from the custodian of records is produced, you are **not** required to appear in person or by Microsoft Teams as indicated above. Send records to:
- ☐ respond by joining the above Microsoft Teams Meeting at the date and time listed above, and to produce, prior to the date of the hearing, the records described in the accompanying declaration and include an affidavit of the custodian of records in compliance with §§ 1560, 1561 and 1562 EC. Send records to:

**DISOBEDIENCE OF THIS SUBPOENA MAY BE PUNISHED AS CONTEMPT**

**WARNING:** Unauthorized use of this form or its contents may result in civil penalties and/or criminal prosecution.

3. IF YOU HAVE ANY QUESTIONS ABOUT THE TIME OR DATE FOR YOU TO TESTIFY, contact the following person who requested this subpoena, prior to the date on which you are to testify:

Name: Telephone Number: ext.:

4. The scope of this subpoena and/or subpoena duces tecum, shall be limited to the production of documents and/or the attendance of a witness at a Department of Motor Vehicles hearing. The subpoena must be served with a copy of an affidavit showing good cause for the production of the individual, matters and/or things described in the subpoena. Use of this subpoena without an affidavit or for any purpose not addressed in § 14104.5 of the *California Vehicle Code* (CVC) shall be deemed improper and negate the authority of the subpoena.
5. **WITNESS FEES:** You may be entitled to witness fees and mileage actually traveled both ways, as provided by law. Contact the party named in Item 3 for payment.



Date Printed:

See reverse or attached for proof of service

VERONICA BOWIE,  
DRIVER SAFETY BRANCH CHIEF  
LEGAL AFFAIRS DIVISION  
DEPARTMENT OF MOTOR VEHICLES





**LEGAL AFFAIRS DIVISION**  
**AFFIDAVIT IN SUPPORT OF**  
**SUBPOENA    ☐ DUCES TECUM**  
**AT THE REQUEST OF RESPONDENT**

***In the Matter of:*** \_\_\_\_\_

} Driver License No.:  
} Bk. or Arrest No.:  
} Citation or Accident Date:  
} ☐ Administrative Per Se Hearing  
} ☐ Financial Responsibility No.:  
} ☐ Other:

A subpoena must be served with a copy of an affidavit showing good cause for the production of the individual, matters and/or things described in the subpoena, specifying the exact matters or things desired to be produced, setting forth in full detail the materiality of these items to the issues involved in the case and stating that the witness has the desired matters of things in their possession or under their control.

**DECLARATION**

I, \_\_\_\_\_, hereby declare the following to be true:

On \_\_\_\_\_, at the hour of ☐ AM ☐ PM, in the City of \_\_\_\_\_, California \_\_\_\_\_,  
there is scheduled a hearing involving \_\_\_\_\_, DL# \_\_\_\_\_ and the Department of  
Motor Vehicles. In the furtherance of that proceeding, I am requesting the following witness(es) and/or record(s):

(Use additional pages, if necessary, and attach them to this subpoena.)

If called to testify regarding the above requested witness(es)/record(s) and sworn as a witness, I would testify of my own personal knowledge that each requested item is material to the presentation of a full defense of the matter at hand as noted above and is known to be the possession or under the control of the individual(s) named.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name: Respondent/Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

Name of Witness: \_\_\_\_\_

Driver License No.: \_\_\_\_\_

## PROOF OF SERVICE OF SUBPOENA

### PERSONAL SERVICE

1. I served this Subpoena ☐ Duces Tecum and supporting Declaration by personally delivering a copy to the person served as follows:
  - a. Person served (*name*):
  - b. Address where served:
  - c. Date of service:
  - d. Time of service:
2. I received this Subpoena ☐ Duces Tecum and supporting Declaration for service on (*date*):
3. Person serving:

Printed Name of Server:

Address:

Telephone number:

County of registration and number (if applicable):

4. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_ Signature of Server **X** \_\_\_\_\_

---

### MAIL SERVICE

- A. I delivered this Subpoena ☐ Duces Tecum and supporting Declaration by mail as follows:
- B. Addressee's name:
- C. Address:
- D. Date of mailing:
- E. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Printed Name of Server:

Title:

Date: \_\_\_\_\_ Signature of Server **X** \_\_\_\_\_

## INSTRUCTIONS FOR PARTICIPATING IN A HEARING VIA MICROSOFT TEAMS

In order to participate in the Hearing via Microsoft Teams you must ensure that your computer or other device supports the use of Microsoft Teams. Because using the computer's or tablet's internal microphone can create an unacceptable level of audio feedback, the Department recommends the use of an external headset or microphone, if possible.

You are responsible for ensuring that your devices and internet connection meet the minimum system and bandwidth requirements for using Microsoft Teams.

You can join the Hearing via Microsoft Teams and/or download Teams at

<https://www.microsoft.com/en-us/microsoft-teams/log-in>

**You are expected to join or attend the hearing at the date and time listed. You may not receive a call from the DMV at the time of the hearing.**

It is recommended, but not necessary, to install the Microsoft Teams application. More information can be found at

<https://learn.microsoft.com/en-us/microsoftteams/hardware-requirements-for-the-teams-app>

You are responsible for connecting to and attending the Hearing using the information provided in this subpoena. You may not receive a call from the DMV at the time of the hearing.

If you do not have access to a computer or other device capable of running Microsoft Teams, you may connect to the Hearing via telephone using the phone number and phone passcode provided in this subpoena.

If you have questions regarding attending a hearing via Microsoft Teams or would like to request a meeting link by email, please contact (833) 543-7703.

### Privacy Notice on Collection

- DMV collection of personal information is governed by: *California Information Practices Act*, *Civil Code* §1798 et seq; *Government Code* (GC) §11015.5; *California Public Records Act* GC §6250 et seq.; *California Vehicle Code* §1808; *Driver's Privacy Protection Act* (18 *United States Code* §§2721-2725).
- The information collected may be shared with authorized service providers, state, federal, and/or local government agencies, law enforcement, and commercial entities as authorized by law.
- DMV uses this information to fulfill the terms of a subpoena and produce requested documents.
- Some information on this form is mandatory.
- Failure to provide mandatory information may hinder the ability to produce any documents requested for a subpoena.
- You have the right to review and request corrections/deletions of DMV maintained records containing your personal information.
- Questions about this form should be directed to the DMV Safety Litigations Unit at: 2570 24<sup>TH</sup> Street, M/S J256, Sacramento, CA 94284.
- For privacy policy questions or requests contact us at: DMV Chief Privacy Officer, 2415 First Avenue, MS F127, Sacramento, CA 95818 or (916) 657-6340.