

**U.S. Department of Justice
Drug Enforcement Administration
Office of Administrative Law Judges**



In the Matter of: _____

Docket No. _____

☐ **SUBPOENA:** *Requesting Testimony* ☐ **SUBPOENA DUCES TECUM:** *Requesting the Production of Records or Things*

TO:	<i>(name and address of person being subpoenaed)</i>
At the request of ☐ Petitioner ☐ Respondent <i>(party name)</i> _____	<i>(name, address and telephone number of contact person)</i>

You are hereby commanded, business and excuses being set aside, to appear as a witness on:

(date) _____, **at** *(time)* _____, **and then and there to testify at:** *(location)*

☐	You are not required to appear in person if you produce the records described in the accompanying affidavit. By _____ <i>(date)</i> , send the records to: <i>(location)</i>
☐	You are ordered to appear in person and to produce the records described in the accompanying affidavit. The personal appearance of the custodian or other qualified witness and the production of the original records is required by this subpoena.

Witness Fees: Upon service of this subpoena, you are entitled to witness fees and mileage actually traveled both ways, as provided by law, if you so request. The party serving the subpoena is responsible for the payment of the applicable fees. See 21 U.S.C. § 876; Fed. R. Civ. P. 45(b)(1).

This subpoena is issued under the authority of the Administrative Procedure Act, 5 U.S.C. § 555(D), the Controlled Substances Act, 21 U.S.C. §§ 875-876 and 21 C.F.R. § 1316.52(D).

Issued: _____

U.S. Administrative Law Judge

DECLARATION FOR SUBPOENA DUCES TECUM

(Any party issuing a subpoena for production of books and/or records must complete this section.)

The undersigned states that the books, papers, documents and/or other things named below and requested by this subpoena are identifiable, material to the proper presentation of this case, and good cause exists for their production by reason of the following facts:

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

Executed *(day and month)* _____, *(year)* 20____,

at *(time and location)* _____.

I declare under penalty of perjury that the foregoing is true and correct.

(Signature of Declarant)

SERVICE OF SUBPOENA

I hereby certify that being a person over 18 years of age, I duly served a copy of the above subpoena by _____ on the person named herein on the _____ day of _____, 20_____.

(Signature)

(Printed Name)

(Official Title)
