

**BEFORE THE OFFICE OF STATE ADMINISTRATIVE HEARINGS  
STATE OF GEORGIA**

\_\_\_\_\_,  
**Petitioner,**

**v.**

\_\_\_\_\_,  
**Respondent.**

**Docket No.:** \_\_\_\_\_

**Agency Reference No.:** \_\_\_\_\_

**SUBPOENA**

**TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**YOU ARE HEREBY COMMANDED** to appear in court on behalf of ☐ **Petitioner** ☐ **Respondent:**

- ☐ To be sworn as a witness.
- ☐ To produce the following documents, which may be described in more detail in an attached list:

\_\_\_\_\_  
\_\_\_\_\_

The hearing date, time, and location are:

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**NOTICE TO THE PERSON WHO RECEIVES THIS SUBPOENA**

- You are required to attend the hearing until it is completed or you have been released by the judge. **You may be assessed a civil penalty of not less than \$100.00 nor more than \$1,000.00 each time you fail to appear as commanded. O.C.G.A. § 50-13-41(a)-(b).**
- This subpoena was obtained as a blank form by the requesting party from the Court's website or from the Chief Clerk, Jason Rouse.

- Once issued, a subpoena may be quashed by the Judge if it appears that it is unreasonable or oppressive, or that the testimony, documents, or objects sought are irrelevant, immaterial, or cumulative and unnecessary to a party's preparation and presentation of its position at the hearing, or that basic fairness dictates that the subpoena should not be enforced. OSAH Rule 616-1-2-.19.
- If you have questions, contact the person who issued this subpoena, whose contact information appears below.

<b>THE FOLLOWING SECTION MUST BE COMPLETED AND SIGNED BY THE PERSON WHO ISSUES THIS SUBPOENA</b>	
<b>CONTACT INFORMATION</b>	<b>PROOF OF SERVICE</b>
Name: _____  Telephone: _____  Email address: _____	This subpoena was served  <input type="checkbox"/> personally.  <input type="checkbox"/> by registered or certified mail.  <input type="checkbox"/> by delivery to a commercial delivery company for statutory overnight delivery.  * A copy of the return receipt for registered or certified mail or a copy of the receipt provided by the commercial delivery company must be attached if not personally served.
<b>SIGNATURE OF PERSON WHO ISSUES THIS SUBPOENA</b>	
_____ Signature  _____ Date  <b>By signing this subpoena, you certify that it was issued and served in accordance with OSAH rules and not for any improper purpose. Misuse of a subpoena is punishable by civil penalty. O.C.G.A. § 50-13-41(a).</b>	

**NOTICE TO THE PERSON WHO ISSUES THIS SUBPOENA**

- You must serve this subpoena upon all parties and file a copy of it with the Court.
- You are responsible for completing and serving this subpoena sufficiently in advance of the hearing to secure the attendance of witnesses at the time of the hearing.
- This subpoena may be served at any place within Georgia and by any sheriff, by a sheriff's deputy, or by any other person not less than eighteen (18) years of age. This subpoena may also be served by registered or certified mail, and the return receipt shall constitute prima facie proof of service. Service upon a party may be made by serving the party's counsel of record.
- Unless you are issuing this subpoena on behalf of the State of Georgia, or an officer, agent, or subdivision thereof, you must pay fees and mileage to the recipient of this subpoena in accordance with O.C.G.A. § 24-13-25. The Judge may require you to advance the reasonable cost of producing the documents or objects requested. OSAH Rule 616-1-2-.19.