

State of Colorado Office of Administrative Courts	▲ Court Use Only ▲
<input type="checkbox"/> 1525 Sherman St., 4 th Floor, Denver, CO 80203 Email: oac-dvr@state.co.us <input type="checkbox"/> 2864 S. Circle Dr, Ste 810, Colo. Springs, CO 80906 Email: oac-csp@state.co.us <input type="checkbox"/> 222 S. 6 th Street, Suite 414, Grand Jct., CO 81501 Email: oac-gjt@state.co.us	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Claimant, </div> <div style="margin-bottom: 5px;">v.</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Employer/Respondent, and </div> <div style="border-bottom: 1px solid black;"> Insurer/Respondent. </div>	
Subpoena	

To: *(enter name)* _____

You are ordered to *(check all that apply)*:

☐ **1. Attend and Give Testimony**

You are required to attend a *(check one)*:

☐ Deposition ☐ Hearing

At Location: *(enter full address)*: _____

On: (date) _____ At: (time) _____

As a witness for: *(name of party)* _____

a) For Depositions Only:

The deposition will be recorded by: *(check all that apply)*

☐ Shorthand Reporter ☐ Video ☐ Audio

☐ **2. Produce the Following:**

By: *(date of production)* _____ **at (time):** _____

You are required to produce the following books, papers, and documents (whether in physical or electronic form) ("records"), or tangible things now in your possession, custody or control:

Place of production: (check one)

☐ At the Event described in Section 1.

☐ Other: (explain)

Note: Unless otherwise agreed to in writing by all parties, privilege holders, and the person subpoenaed, production must be made no sooner than 14 days from the date of service of this subpoena and no later than the date and time stated above. In the case of an expedited hearing pursuant to C.R.C.P.O. 45 or any statute, in the absence of such agreement, production shall be made only at the place, date, and time in this subpoena.

3. Attachments:

- a) **Notice Form:** If this Subpoena is used to produce records or tangible things, a Notice to Subpoena Recipients (Attachment A) must be attached with this Subpoena. It contains important information about protections for you and record production requirements.
- b) **Subpoena Affidavit:** A Subpoena Affidavit (Attachment B) must be attached with this Subpoena.

4. Party Information

The names and contact information for the parties: *(or their attorney if represented)*

- a) **Party Issuing the Subpoena:** *(name)* _____
Their Attorney: *(if any)* _____
Full Mailing Address: _____
Phone: _____ Email: _____
- b) **Party 2:** *(name)* _____

Their Attorney: *(if any)* _____

Full Mailing Address: _____

Phone: _____

Email: _____

c) **Party 3:** *(name)* _____

Their Attorney: *(if any)* _____

Full Mailing Address: _____

Phone: _____

Email: _____

5. Signature

Signed and issued by: _____

☐

Attorney

☐

Administrative Law Judge

Dated: _____

6. Service Information

Note to Party Issuing the Subpoena

- a) Be sure to file an Affidavit of Service after completing Personal Service; or
- b) If the Subpoena Recipient agrees, they can waive Personal Service by signing below.

Waiver of Service

I *(print your name)* _____

Waive Personal Service and accept service of this subpoena by mail or email (check preference below)

☐

By Mail to: (street address) _____

(city, state & zip) _____

☐

By Email: (address) _____

Signature: _____

Date: _____

Phone Number: _____

OAC Subpoena Attachment A

Notice To Subpoena Recipients

(when production of records or tangible things is sought)

Protecting a Person Subject to a Subpoena.

(Required by Colorado Rule of Civil Procedure 45(c))

(1) **Avoiding Undue Burden or Expense; Sanctions.** A party or attorney responsible for issuing and serving a subpoena must take reasonable steps to avoid imposing undue burden or expense on a person subject to the subpoena. The issuing Administrative Law Judge (“ALJ”) must enforce this duty and impose an appropriate sanction, which may include lost earnings and reasonable attorney’s fees, on a party or attorney who fails to comply.

(2) Command to Produce Records or Tangible Things.

(A) **Attendance Not Required.** A person commanded to produce records or tangible things need not attend in person at the place of production unless also commanded to attend for a deposition, hearing, or trial.

(B) For Production of Privileged Records.

(i) If a subpoena commands production of records from a person who provides services subject to one of the privileges established by C.R.S. § 13-90-107, or from the records custodian for that person, which records pertain to services performed by or at the direction of that person (“privileged records”), such a subpoena must be accompanied by an authorization signed by the privilege holder or holders or by an ALJ order authorizing production of such records.

(ii) Prior to the entry of an order for a subpoena to obtain the privileged records, the ALJ shall consider the rights of the privilege holder in such privileged records, including an appropriate means of notice to the privilege holder or holders or whether any objection to production may be resolved by redaction.

(iii) If a subpoena for privileged records does not include a signed authorization or ALJ order permitting the privileged records to be produced by means of subpoena, the subpoenaed person shall not appear to testify and shall not disclose any of the privileged records to the party who issued the subpoena.

(C) **Objections.** Any party or the person subpoenaed to produce records or tangible things may submit to the party issuing the subpoena a written objection to inspecting, copying, testing or sampling any or all of the materials. The objection must be submitted before the earlier of the time specified for compliance or 14 days after the subpoena is served. If objection is made, the party issuing the subpoena shall promptly serve a copy of the objection on all other parties. If an objection is made, the party issuing the subpoena is not entitled to inspect, copy test or sample the materials except pursuant to an order of the ALJ whom subpoena was issued. If an objection is made, at any time on notice to the subpoenaed person and the other parties, the party issuing the subpoena may move the issuing ALJ for an order compelling production.

(3) Quashing or Modifying a Subpoena.

(A) **When Required.** On motion made promptly and in any event at or before the time specified in the subpoena for compliance, the issuing ALJ must quash or modify a subpoena that:

(i) fails to allow a reasonable time to comply;

(ii) requires a person who is neither a party nor a party's officer to attend a deposition in any county other than where the person resides or is employed or transacts his business in person or at such other convenient place as is fixed by an order of ALJ;

(iii) requires disclosure of privileged or other protected matter, if no exception or waiver applies; or

(iv) subjects a person to undue burden.

(B) *When Permitted*. To protect a person subject to or affected by a subpoena, the issuing ALJ may, on motion made promptly and in any event at or before the time specified in the subpoena for compliance, quash or modify the subpoena if it requires:

(i) disclosing a trade secret or other confidential research, development, or commercial information; or

(ii) disclosing an unretained expert's opinion or information that does not describe specific matters in dispute and results from the expert's study that was not requested by a party.

(C) *Specifying Conditions as an Alternative*. In the circumstances described in Rule 45(c)(3)(B), the court may, instead of quashing or modifying a subpoena, order attendance or production under specified conditions if the issuing party:

(i) shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship; and

(ii) ensures that the subpoenaed person will be reasonably compensated.

Duties in Responding to Subpoena. (required by Colorado Rule of Civil Procedure 45(d))

(1) Producing Records or Tangible Things.

(A) Unless agreed in writing by all parties, the privilege holder or holders and the person subpoenaed, production shall not be made until at least 14 days after service of the subpoena, accept that, in the case of an expedited hearing pursuant to these rules or any statute, in the absence of such agreement, production shall be made only at the place, date and time for compliance set forth in the subpoena; and

(B) If not objected to, a person responding to a subpoena to produce records or tangible things must produce them as they are kept in the ordinary course of business or must organize and label them to correspond to the categories in the demand and must permit inspection, copying, testing, or sampling of the materials.

(2) Claiming Privilege or Protection.

(A) *Information Withheld*. Unless the subpoena is subject to subsection (c)(2)(B) of this Rule relating to production of privileged records, a person withholding subpoenaed information under a claim that it is privileged or subject to protection as trial-preparation material must:

(i) make the claim expressly; and

(ii) describe the nature of the withheld records or tangible things in a manner that, without revealing information itself privileged or protected, will enable the parties to assess the claim.

(B) *Information Produced*. If information produced in response to a subpoena is subject to a claim of privilege or of protection as trial-preparation material, the person making the claim may notify any party that received the information of the claim and the basis for it. After being notified, a party must promptly return, sequester, or destroy the specified information and any copies it has; must not use or disclose the information until the claim is resolved; must take reasonable steps to retrieve the information if the party

disclosed it before being notified; and may promptly present the information to the court under seal for a determination of the claim. The person who produced the information must preserve the information until the claim is resolved.

OAC Subpoena Attachment B

State of Colorado Office of Administrative Courts	▲ Court Use Only ▲ WC Number: _____
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_____ Claimant, v. _____ Employer/Respondent, and _____ Insurer/Respondent.	
Subpoena Affidavit	

1. Background

For the subpoena I would like issued to: *(enter name)*

2. Affirmation

I affirm, under the penalty of perjury, that this subpoena:

- (a) is not related to, and any information obtained as a result of the subpoena will not be used in, any investigation or proceeding that seeks to impose civil or criminal liability or professional sanctions against an individual or entity that engaged in or attempted or intended to engage in a legally protected health-care activity, as defined in section 12-30-121, or that provided insurance coverage for gender-affirming health-care services, as defined in section 12-30-121, or reproductive health care, as defined in section 25-6-402; **or**
- (b) is related to an investigation or proceeding that seeks to impose civil or criminal liability or professional sanctions against an individual or entity that engaged in or attempted or intended to engage in a legally protected health-care activity, as defined in section 12-30-121, or that provided insurance coverage for gender-affirming health-care services, as defined in section 12-30-121, or reproductive health care, as defined in section 25-6-402, but the investigation or proceeding:
 - (I) is brought under tort law or contract law;
 - (II) is actionable in an equivalent or similar manner under Colorado law; and
 - (III) is brought by the individual, or the individual's legal representative, who received gender-affirming health-care services or reproductive health care.

3. Verified Signatures

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

Executed on the (date) _____ day of (month) _____ (year) _____
at City: (or other location) _____
and State: (or country) _____

Print Your Name: _____

Your Signature: _____

Note on Filing

Be sure to attach this affidavit with your subpoena.