

## SUBPOENA REQUEST FORM

SUBPOENA NUMBER: \_\_\_\_\_

Inspector General Investigation Number: \_\_\_\_\_

Requesting Officer/Agency: \_\_\_\_\_

Address: 3400 Martin Luther King Ave. City/State/Zip: Oklahoma City OK, 73136

I understand that by making this *Subpoena Request* that all information obtained by my agency in compliance with this subpoena may only be used for the enforcement of the criminal laws of this State, and any public disclosure of such information for any other purpose may be punished as a contempt of court, 22 O.S. 2001, § 355. Failure by any person without adequate excuse to obey a subpoena served upon him or her may be deemed in contempt by the District Court in which the person who is subpoenaed resides. The Office of the General Counsel of the Oklahoma Department of Corrections may file appropriate action in the District Court in which the person who is subpoenaed resides.

### INFORMATION FOR ISSUANCE OF SUBPOENA

Name: \_\_\_\_\_  
Name of person to be subpoenaed together with entity represented (if relevant)

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Subpoena to issue: Witness to give testimony \_\_\_\_\_  
Witness to provide business records \_\_\_\_\_  
Witness to provide other object(s) \_\_\_\_\_

Time period to request for business records: From: \_\_\_\_\_ To: \_\_\_\_\_  
(MM/DD/YEAR) (MM/DD/YEAR)

Description of records or object(s) to be produced:

#### To be completed by General Counsel staff:

Subpoena Request Received: \_\_\_\_\_

Subpoena Appear Date: \_\_\_\_\_

To be served by: Requesting Agency \_\_\_\_\_  
Another Agency \_\_\_\_\_  
Certified R.R. Mail \_\_\_\_\_  
Fax \_\_\_\_\_

Date Subpoena Referred for Service: \_\_\_\_\_

Date of Subpoena Return: \_\_\_\_\_