



INSTRUCTIONS FOR REQUESTING, SERVING, AND ENFORCING SUBPOENAS

A party may request a “subpoena” to require the attendance of a witness or a “subpoena duces tecum” to require the production of a document. A party shall file with the Board a completed request for subpoena prior to the scheduled hearing date.

Serving subpoenas is important. After you’re issued a subpoena from the Arizona State Personnel Board, you may contact the responding party and ask if they will accept service. If so, you can supply the subpoena(s) to the responding party via email and ensure you received a confirmation email. The next method of service is to have someone who is over 18 years old and is not a party of the matter to serve the responding party or those summoned to testify with the subpoena(s).

If enforcement of a subpoena for appearance of a witness is necessary, enforcement proceedings shall be taken to Superior Court by the party requesting enforcement, and enforcement shall be determined by the Superior Court. The party requesting enforcement shall name the Board as a party to any proceedings. The Board shall follow any orders entered by the court.

Completing the Request to Strike Hearing Officer

1. Go to the Arizona State Personnel Board website; <https://personnel.az.gov/>.
2. Hover your mouse over the “Forms” tab, and from the dropdown box, select “[Subpoena](#)”.
3. Complete the required fields and ensure you select the appropriate subpoena type you are requesting.
4. Once you’ve completed the required fields, electronically submit the form and within 24 to 48 hours you will receive your requested subpoena via email.
5. Be sure to serve the subpoena in compliance with Title 2 Administration, Chapter 5.1 State Personnel Board.

You may contact the Arizona State Personnel Board at (602) 542-3888 or by email at appeals@personnel.az.gov, with any questions.