

How to Obtain a Subpoena Form

Subpoenas are used to compel the production of documents, to set depositions, or to require witnesses to appear at trial.

Subpoenas are an important discovery and trial tool. Subpoenas may not be legally served prior to an Application for Adjudication being filed and a case number being issued. There are 2 types of subpoenas that are normally used in the Workers' Compensation system and each has a different purpose.

- ✓ [DWC WCAB 30 Subpoena](#) (To compel a witness to appear at trial)
- ✓ [DWC WCAB 32 Subpoena](#) Duces Tecum (To compel the production of documents and to appear for a deposition)

To be valid these forms require a signature from the presiding judge of the district office with venue (the district office where your case is located). Pre-Signed forms are available at the front desk of every district office or from the Information & Assistance officer.

A subpoena must be served on the party that you want to have appear or to have produce the documents. Additionally all parties in the Workers' Compensation case must be served by mail with a copy of the subpoena. Do NOT file a copy of your subpoena in your case unless told to by the judge or advised to by the Information and Assistance officer.

Rules and regulations regarding subpoenas and service of documents are found in 8 CCR §10640 through 8 CCR §10660 and 8 CCR §10625.

If you do not have the name and address of your claims administrator to complete a form, please link to <http://www.dir.ca.gov/DWC/EAMS/EAMS-LC/EAMSClaimsAdmins.asp>.

For general information about subpoena or for other assistance, call an Information and Assistance Officer at **1-800-736-7401** or attend a free virtual workshop for injured workers. Visit https://www.dir.ca.gov/dwc/workshop/workshop_english.htm for more information You can get information on a local workshop from the I&A office or on the Web at www.dwc.ca.gov.

The information contained in this guide is general in nature and is not intended as a substitute for legal advice. Changes in the law or the specific facts of your case may result in legal interpretations different than those present here.

When sending documents to a district office, please make sure they are not folded or stapled. Send them in a large manila envelope. Please see the EAMS OCR forms handbook for further instructions.

WORKERS' COMPENSATION APPEALS BOARD DISTRICT OFFICES

<p><u>ANAHEIM. 92806-2131</u> 1065 North Link, Suite 170 Information & Assistance Unit (714) 414-1801</p>	<p><u>SACRAMENTO, 95834-2962</u> 160 Promenade Circle, Suite 300 Information & Assistance Unit (916) 928-3158</p>
<p><u>BAKERSFIELD. 93301-1929</u> 1800 30th Street, Suite 100 Information & Assistance Unit (661) 395-2514</p>	<p><u>SALINAS. 93906-2204</u> 1880 N Main Street, Suites 100 & 200 Information & Assistance (831) 443-3058</p>
<p><u>FRESNO. 93721-2219</u> 2550 Mariposa Street, Suite 4078 Information & Assistance Unit (559) 445-5355</p>	<p><u>SAN BERNARDINO. 92401-1411</u> 464 W Fourth Street, Suite 239 Information & Assistance Unit (909) 383-4522</p>
<p><u>LODI. 95240-6936</u> 3021 Reynolds Ranch Parkway, Suite 130 Information & Assistance Unit (209) 948-7759</p>	<p><u>SAN DIEGO. 92108-4424</u> 7575 Metropolitan Drive, Suite 202 Information & Assistance Unit (619) 767-2082</p>
<p><u>LONG BEACH. 90810-1870</u> 1500 Hughes Way, Suite C203 Information & Assistance Unit (424) 450-2565</p>	<p><u>SAN FRANCISCO. 94102-7014</u> 455 Golden Gate Avenue, 2nd Floor Information & Assistance Unit (415) 703-5020</p>
<p><u>LOS ANGELES. 90013-1105</u> 320 W 4th Street, 9th Floor Information & Assistance Unit (213) 576-7389</p>	<p><u>SAN JOSE. 95110-3718</u> 224 Airport Parkway, Suite 600 Information & Assistance Unit (408) 277-1292</p>
<p><u>MARINA DEL REY. 90292-6902</u> 4720 Lincoln Boulevard, 2nd and 3rd Floors Information & Assistance Unit (310) 482-3820</p>	<p><u>SAN LUIS OBISPO. 93401-8736</u> 4740 Allene Way, Suite 100 Information & Assistance Unit (805) 596-4159</p>
<p><u>OAKLAND. 94612-1499</u> 1515 Clay Street, 6th Floor Information & Assistance Unit (510) 622-2861</p>	<p><u>SANTA ANA. 92707-7704</u> 2 MacArthur Place, Suite 600 Information & Assistance Unit (714) 942-7576</p>
<p><u>OXNARD. 93030-7912</u> 1901 N Rice Avenue, Suite 100 Information & Assistance Unit (805) 485-3528</p>	<p><u>SANTA BARBARA. 93101-7538</u> 130 E Ortega Street Information & Assistance Unit (805) 568-1390</p>
<p><u>POMONA. 91768-1653</u> 732 Corporate Center Drive Information & Assistance Unit (909) 623-8568</p>	<p><u>SANTA ROSA. 95404-4771</u> 50 "D" Street, Suite 420 Information & Assistance Unit (707) 576-2452</p>
<p><u>REDDING. 96002-0940</u> 250 Hemsted Drive, 2nd Floor, Suite B Information & Assistance Unit (530) 225-2047</p>	<p><u>VAN NUYS. 91401-3370</u> 6150 Van Nuys Boulevard, Suite 105 Information & Assistance Unit (818) 901-5374</p>
<p><u>RIVERSIDE. 92501-3337</u> 3737 Main Street, Suite 300 Information & Assistance Unit (951) 782-4347</p>	