



# STATE OF ILLINOIS Human Rights Commission

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CHICAGO, ILLINOIS 60601  
(312) 814-6269

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## Information On Obtaining Subpoenas

The following is general information about the subpoenas available at The Illinois Human Rights Commission and the process for obtaining them.

- 1) The Illinois Human Rights Commission has 4 types of subpoenas available-
  - a) Subpoena for Appearance, also known as “Regular Subpoena”- used for the purpose of compelling the appearance of a party and/or witness to any hearing.
  - b) Subpoena for Documents (Records)- used for the purpose of sending to a party and/or witness to compel any necessary records or documentation as requested or as it pertains to the case. Parties can refuse to provide certain ‘personal’ documentation, without the necessary subpoena.
  - c) Subpoena Duces Tecum- can be used for either appearance or documents. This subpoena can also be used as a Subpoena for Deposition.
  - d) This fourth subpoena can only be used and obtained for and by a Department of Human Rights Employee for the sole use of their cases. Human Rights Commission clients cannot obtain this subpoena.
- 2) Subpoena requests can be done either in person or by correspondence, as long as you supply the following information:
  - a) exactly the type of subpoena you will be needing
  - b) exactly how many subpoenas you will be needing- Please be advised that we have to account for each and every subpoena issued. Extra subpoenas cannot be issued to a party to have “just in case”. If you are issued subpoenas and you discover that you need more, please contact the office to make the necessary arrangements.
  - c) the ALS number (or charge number for DHR subpoenas) for the case
  - d) the Complainants last name

- e) the last name of the attorney/party requesting the subpoenas (last name of DHR employee for DHR subpoenas)
  - f) and, whether they (the subpoenas) are being requested for the Complainant or Respondent side
- 3) The Commission is not responsible for serving subpoenas. Either Complainant or Respondent can request subpoenas, however, the party requesting the subpoena(s) is responsible for serving their own subpoenas.
  - 4) Subpoenas are blank when they are requested. The party requesting the subpoena is responsible for making sure that any and all subpoenas are filled out correctly (with the pertinent information of who they are going to subpoena to appear, what documents they are going to subpoena, etc.) and in their entirety.
  - 5) Each subpoena should contain the entire case name, as well as any charge and ALS number(s) for the case.
  - 6) Once the subpoenas are filled out correctly and in their entirety, the party is responsible for getting each subpoena notarized.
  - 7) When the subpoenas are completely and correctly filled out and notarized, they are ready to be served. The party requesting the subpoena(s) must serve individual(s) with the correct corresponding colored copy. The copy that each person received is designated at the bottom of the subpoena(s). The party requesting the subpoena must serve the Commission with their corresponding colored copy, along with a Certificate of Service that the subpoena was actually served on the individual named in the subpoena.

If you need assistance or have any questions, please contact our office- Illinois Human Rights Commission @ 312-814-6269, Monday through Friday, 8:30 a.m. to 5:00 p.m. (observing state holidays).

Thank You!