FFICE OF ADMINISTRATIVE HEARINGS
STATE OF CALIFORNIA
SPECIAL EDUCATION DIVISION

INFORMATION SHEET FOR SUBPOENA TO GIVE VIDEOCONFERENCE TESTIMONY UNDER OATH

This document contains the following:

- Forms:
  - Subpoena to Give Videoconference Testimony Under Oath,
  - Statement of Service,
- Instructions:
  - Instruction for Party Requesting a Subpoena, and
  - Instructions for Party Responding to a Subpoena.

These are listed in the order they appear in this document. The forms and these instructions should be served together.

OFFICE OF ADMINISTRATIVE HEARINGS
STATE OF CALIFORNIA
SPECIAL EDUCATION DIVISION

SUBPOENA TO GIVE VIDEOCONFERENCE TESTIMONY UNDER OATH

CASE NAME:

OAH CASE NUMBER:

TO (NAME OF PERSON OR ENTITY SUBPOENAED):

YOU ARE HEREBY ORDERED TO APPEAR AS A WITNESS BY VIDEO CONFERENCE

WHEN (DATE):

AT (TIME):

Your testimony is required in a hearing before the Office of Administrative Hearings. Your testimony will be given by videoconference. The Administrative Law Judge and all other participants will also be attending the hearing via videoconference.

PERSON REQUESTING SUBPOENA:

NAME:

ADDRESS:

TELEPHONE NUMBER:

Issued By: (Administrative Law Judge or Attorney Name and Bar Number):

DATE:

HOW TO APPEAR BY VIDEOCONFERENCE

Instead of requiring your personal appearance at a physical location, all participants will join the hearing online using the Microsoft Teams application. To join, please follow these instructions:

1. To appear by videoconference, you will need an email address and a computer, preferably with a camera, and a web browser.
2. You must supply your direct email address and your direct telephone number (no extensions) to the party that subpoenaed you within 24 hours of receipt of this subpoena. You will be contacted to confirm the date and time you will be required to testify.

3. Shortly before your appearance, the person who sent the subpoena, or OAH, will send you an email containing the information for you to join the hearing to provide your testimony. If joining by computer, at the time you are scheduled to testify, you will hold down the control key, or the command key if using a MAC, and click on the link in the email. A new window will open. Select an option for joining Teams (either through the website or using the App). A window will open. Click Join. You will be placed in a "lobby." The Administrative Law Judge will admit you into the videoconference hearing when it is time for you to testify.
4. Your appearance requires that you use a computer, tablet, or other device that allows you to be seen and heard, unless otherwise ordered by an Administrative Law Judge. If you cannot join the hearing by videoconference, you must contact the person who sent this subpoena, explain why you are unable to appear by videoconference, and provide a direct telephone number on which you can be reached. That person may submit a written request to the Administrative Law Judge to allow you to appear for the hearing only by telephone. Another option is for you to submit a written request to testify by telephone, including a direct telephone number, to OAH's secure filing system, along with a proof of service indicating that you sent a copy of the request to the representatives of all parties in the hearing. That request must state the case name and number and include your mailing address, email address and telephone number. The proof of service form is available on OAH's website. Whether you will be allowed to testify by telephone is a decision made by the Administrative Law Judge.

5. If you are allowed to testify by telephone only, shortly before your appearance, the person who subpoenaed you will give you a telephone number to call and a Conference ID number which is identified by the hashtag or pound symbol (#). When it is time for your appearance, you will join the hearing by calling the number and entering the Conference ID number including the hashtag/pound symbol. The judge will admit you into the hearing when it is time for you to testify.

You should testify from a location where your testimony is confidential. Your cell phone should be turned off. You are not allowed to have notes or documents for reference other than those supplied by the attorneys at the time of your testimony. The Administrative Law Judge will administer the same oath as would be administered if you were testifying in a courtroom. Your testimony will be audio-recorded by the Administrative Law Judge. You are not permitted to record, photograph, or stream the hearing proceedings.

If you have difficulty joining the hearing you should immediately call the "Person Requesting the Subpoena," who is listed on the subpoena, for further instructions or assistance. You may also refer to the OAH Special Education Division's website for information on joining a videoconference hearing using Teams.

IF YOU HAVE QUESTIONS about the time of your testimony, or about how to appear by videoconference, or if you cannot appear on the date required, contact the "Person Requesting the Subpoena."

This subpoena must be sent or delivered, also called "served," to each of the named parties to the due process hearing. Additionally, you must send or deliver a copy to the Office of Administrative Hearings. Retain a copy for yourself.

THE FOLLOWING STATEMENT OF SERVICE must be completed when serving a subpoena in order to be able to enforce it. Service of process is regulated by state law. It is the responsibility of the person serving the subpoena to find out the applicable laws and comply with them.

Please have the person serving the subpoena complete the Statement of Service below. You may add more information if needed by attaching additional pages.

STATEMENT OF SERVICE

This subpoena must be sent or delivered, also called "served," to each of the named parties to the due process hearing. Additionally, you must send or deliver a copy to the Office of Administrative Hearings. Keep a copy for yourself.

THE STATEMENT OF SERVICE must be completed when serving a subpoena to be able to enforce it. Service of process is regulated by state law. It is the responsibility of the person serving the subpoena to find out the applicable laws and comply with them.

Please have the person serving the subpoena complete the statement below. You may add more information if needed by attaching additional pages.

I HAVE PROVIDED A COPY OF THIS SUBPOENA TO ALL THE NAMED PARTIES AND TO THE OFFICE OF ADMINISTRATIVE HEARINGS BY:

☐ First Class Mail to the person or agency named below at the address listed below. Please include the date the document was mailed to that person or agency.

EXAMPLE: Jane Doe, 123 Main Street, Anywhere, California 90000 - Mailed June 1, 2020.

☐ Email or facsimile transmission, also referred to as fax, to the person(s) or organization(s) named below at the email address or fax number listed below after securing their permission for Email or Fax service. Please include the date the document was emailed or faxed to that person or agency.

EXAMPLE: Jane Doe, jane.doe@email.com sent June 1, 2020.

☐ Messenger or overnight delivery such as UPS, FedEx, or other courier service to the person or agency named below using the service identified below. I have also attached a copy of the receipt.

EXAMPLE: Jane Doe, 123 Main Street, Anywhere, California 90000, Delivered by FedEx on June 1, 2020. Receipt Attached.

☐ Personal delivery to the person or agency listed below at the address shown below. I have included the name of the person who made the delivery and the date and time of the delivery.

EXAMPLE: Jane Doe, 123 Main Street, Anywhere, California 90000, Delivered by John Friend on June 1, 2020**.**

SIGNATURE OF PERSON COMPLETING THIS STATEMENT

The person completing this Statement of Service must print and sign their name in the space below, and write the date of the signature below the signature.

By typing your name in the space below you are consenting to electronically signing this document:

Date:

INSTRUCTIONS FOR PARTY REQUESTING A SUBPOENA:

WHAT IS A SUBPOENA

A subpoena is used to compel a person or entity, such as a business, to produce documents or appear to testify in a hearing. Neither state or federal special education law provides for access to subpoenaed documents or for testimony under oath before the start of a hearing. Any subpoenaed documents or testimony will be for hearing only.

WHO MAY ISSUE A SUBPOENA

The California Code of Regulations allows an Administrative Law Judge to compel the production of documents and testimony at hearing via subpoena. A licensed attorney is allowed to issue a subpoena for documents to be produced to the ALJ on the first day of hearing. Unrepresented parties may ask an ALJ to issue a subpoena to produce documents or things; or to require the appearance of a witness at hearing. The person subpoenaing the documents must list what documents or witnesses they are asking for; and why the information to be provided is relevant to the hearing; and then serve the subpoena.

WHAT INFORMATION MUST BE INCLUDED IN A SUBPOENA

Unrepresented parties and attorneys may issue subpoenas for the production of documents and "things" such as recordings or photographs. In addition to the name and contact information for the person being subpoenaed, if a party is asking that documents or things be produced the subpoenas must describe, in detail, what the requesting party is asking to have produced; and why the information sought is "reasonably necessary" to prove the party's case, in order for the subpoena to be valid. (Cal. Code Regs., tit. 5, § 3082.) A party may

choose whether they want only documents produced or whether they want the person or organization that has the documents or things to testify about them at hearing.

Special Rules for Subpoenaing Private Documents

There is a special notice, called a Notice to Consumer, that must accompany a subpoena for private records such as medical and other healthcare records, school records, employment records and others. In addition to the inclusion of the Notice to Consumer form, and served with the subpoena to the record holder, the subpoena and notice must be served on the person whose records are sought, to allow that person an opportunity to object. The notice must give the responding party at least 20 days from the date it is signed by the ALJ or attorney, or 15 days from the date the subpoena was served, whichever gives the respondent more time, to produce the documents. Extra time is required if the notice is mailed. A party seeking private records is responsible for complying with all rules related to protecting the consumer's privacy and properly serving the documents. The Notice to Consumer form is available from Judicial Council of California here:
https://www.courts.ca.gov/documents/subp025.pd

Serving a Subpoena

All subpoenas must be properly served in order to require the person receiving the subpoena to do what the subpoena requests. The party serving the subpoena is responsible for determining a service method that complies with California law. Generally, subpoenas are required to be served sufficiently in advance of the date of the witness' appearance at the hearing to give people adequate time to comply. Subpoenas seeking private records have special rules regarding the amount of notice required. Service is usually required to be

completed by someone who is not a party to the lawsuit. The notice can be sent via first class mail, personally delivered by a delivery service such a FED EX or UPS or by a private person; or in some instances may be served by email if the person receiving the subpoena agrees.

Subpoenas must also be served on all of the other parties in the case. For example, if the case involves two school districts and one of them subpoenas records or documents, a copy of the subpoena must be served on the attorney for the other school district and on the attorney for the Parents and Student. If a party, such as a parent or school district, is not represented by an attorney the subpoena must be served on the party. Finally, if the subpoena is for records or documents, the party serving the subpoena is required to send a copy to OAH and include the email address for the person who is receiving the subpoena so OAH can send them an invitation to upload the requested documents into CaseLines.

When to Serve a Subpoena

A subpoena must be served far enough in advance of the hearing to give the person being subpoenaed a reasonable amount of notice. The person receiving the subpoena is asked to submit documents to OAH five business days prior to the first day of the hearing. At the time of the prehearing conference, parties may be asked if there are any documents expected pursuant to subpoena so the ALJ can issue an invitation to upload the documents for ALJ review.

What Happens After the Subpoena is Served

The subpoena includes instructions for the party receiving the subpoena explaining how to upload the documents to CaseLines, which is OAH's electronic evidence system, for purposes of ALJ review. Documents should be loaded into the section mentioned in the instructions and not be uploaded into either party's section on CaseLines without permission of the ALJ.

If the person receiving the subpoena is unable to upload documents to CaseLines, they may contact OAH at 916-286-0880 and ask to speak to the Case Manager. OAH will need the case number and name which is listed on the subpoena.

Parties are not allowed access to the documents or physical things requested prior to the beginning of the hearing. The documents may be subpoenaed and used for hearing only. Prior to hearing, the ALJ will review the documents to determine whether they are relevant to the case. If the documents are deemed relevant, on the first morning of the hearing, the ALJ will allow the attorney or unrepresented party to look at the documents on CaseLines to see if there are any they wish to use as exhibits at hearing. If there are documents the party wishes to add to their exhibits, the party will be given the ability to include those documents in their CaseLines section. The party requesting the documents will be given access to download documents they intend to use for impeachment or rebuttal.

Issues regarding disclosure of documents a party wishes to include in their CaseLines evidence section, not being used as impeachment or rebuttal, will be resolved at the time of the hearing.

INSTRUCTIONS FOR RESPONDING TO AN OAH SUBPOENA

APPEARING AS A WITNESS

OAH will be conducting this hearing by videoconference. Your testimony is required. The Administrative Law Judge and all other participants will also be attending the hearing by videoconference.

Instead of requiring you to appear in person at the hearing location, all participants will join the hearing online using the Microsoft Teams application. These are the instructions to appear as a witness using the Microsoft Teams application:

a. You will need an email address and a computer, preferably with a camera, and a web browser.

b. You must supply your direct email address and your direct telephone number (no extensions) to the party that subpoenaed you within 24 hours of receipt of the subpoena. The party or their attorney will contact you to confirm the date and time you will be required to testify.

c. Shortly before your appearance, the person who sent the subpoena, or OAH, will send you an email containing the information for you to join the hearing to provide your testimony. You will need to be ready to testify at the time stated in the email. If you will be testifying using a computer join the hearing by holding down the control key (or the command key, if using a MAC) and click on the link in the email. A new window will open. Select an option for joining Teams (either through the website or using the

App.) A window will open. Click Join. The Administrative Law Judge will admit you into the videoconference hearing when it is time for you to testify.

d. Your appearance using a computer, tablet, or other device that allows you to be seen and heard, is required unless otherwise ordered by an Administrative Law Judge. If you cannot join the hearing by videoconference, you must contact the person who sent the subpoena, explain why you are unable to appear by videoconference, and provide a direct telephone number on which you can be reached. That person may submit a written request to the Administrative Law Judge to allow you to appear for the hearing by telephone. Another option is to submit a written request to testify by telephone, including a direct telephone number, to OAH' secure filing system, along with a proof of service indicating that you sent a copy of the request to the representatives of all parties in the hearing. The proof of service form is available on OAH's website. Whether you will be allowed to testify by telephone is a decision made by the Administrative Law Judge.

e. If you are allowed to testify by telephone only, shortly before your appearance, the person who subpoenaed you will give you a telephone number to call and a Conference ID number which is identified by the hashtag or pound symbol (#). When it is time for your appearance, you will join the hearing by calling the number and entering the Conference ID number including the hashtag/pound symbol. The judge will admit you into the hearing when it is time for you to testify.

When you testify, you should be alone in a location that allows your testimony to be confidential. Your cell phone should be turned off. You are not allowed to have notes or documents for reference other than those supplied by the attorneys at the time of your testimony. The Administrative Law Judge will administer the same oath as would be administered if the hearing was taking place in a courtroom. Your testimony will be audio-recorded by the Administrative Law Judge. You are not permitted to record, photograph, or stream the hearing proceedings.

If you have difficulty joining the hearing you should immediately call the person requesting the subpoena, who is listed on the subpoena, for further instructions or assistance. You may also refer to the OAH Special Education Division's website for information on joining a videoconference hearing using Teams.

How to produce documents or things

Producing Documents

This document provides instructions regarding a subpoena for documents that you received. The subpoena was served by an attorney or party to the case. The subpoena requires you to produce the documents requested to the Administrative Law Judge hearing the case. However, do not send the requested documents to the person who requested them.

The Office of Administrative Hearings, also called OAH, uses a software program called CaseLines for managing evidence electronically. You will need to upload the documents described in the subpoena into CaseLines.

Shortly after you have been served with a subpoena, OAH will send you an email through CaseLines. The email will be from "noreply@caselines.com." The email will contain an invitation to register and upload your documents into the program at the time requested in the subpoena.

REGISTERING TO ACCESS CASELINES:

OAH will send you an invitation to access a case. The email will include a link to register as a user of CaseLines. The linkwill open in your browser. You will need to do this only once. If you are ever part of a future case, you will simply log in using your user name and password. Registering for CaseLines is free and requires only an email address and the creation of a password.

UPLOADING DOCUMENTS INTO CASELINES

After registering, you will be able to log into CaseLines and upload your documents into the bundle that has been created to receive them. To upload the requested documents and name the files, please follow these steps:

1. CHOOSE A BROWSER:

You need to use an HTML5 compliant internet browser, such as Google Chrome, Mozilla Firefox, Microsoft Edge or Safari to access CaseLines. Please be sure to check that you have the most recent version of your web browser.

2. Locate Your Bundle:

After logging in to CaseLines, go to the Home Screen.

- You will see a number of red tabs at the top of the page. Click on "Bundles." The click will take you to the sections of the Bundle.
- Find the Bundle named SUBPOENAS
- Click on the Bundle named SUBPOENAS. Think of the sections as file folders. You will see a section with your name or your business name.

3. Upload Your Documents to Your Section

- To the right of your "Section" heading, click on "Upload Documents."
- Scroll down to the "Select Files" box.
- Just above the "Select Files" box, click "Upload using American date format." It is important that you check that box.
- At the bottom left of the "Select Files" box click "+Add Files"
- The program will open your computer's document list.

You can "drag and drop" <u>or</u> "Add Files" to the "Select Files" box. Follow the instructions here for your preferred method:

DRAG & DROP:

- To drag and drop, highlight the document you want, and drag the file to the Select Files Box. Drop it where the box says, "Drag Files Here." To Drag several documents, hold the control or "ctrl" button while you highlight files and drag them to the "Select Files" box as a group.

DIRECTLY ADD FILES:

- To Add Files directly to the "Select Files" box <u>without</u> drag and drop, click "+Add Files" at the bottom of the "Select Files" box.
- The program will open your computer's document list.
- Highlight the file you want to upload and click "open" at the bottom of your computer's file list screen. The file will populate in the "Select Files" box of CaseLines.
- To add several files at a time, hold down the control or "ctrl" button (Windows) or "command" button "(Mac), to highlight several files, then click open at the bottom of the file list screen. All of the selected files will populate the Select Files box in CaseLines.
- If you add a file you did not intend to include, click on the minus sign in the circle to the right of the document title in the "Select Files" box to remove it.
- Once you've added the files you want to upload to CaseLines, click "Start Upload" at the bottom of the "Select Files" box. The more documents you add at a time, the longer the upload time for each group. You may add multiple groups of files by repeating this process until you are finished.

NUMBERING AND NAMING EXHIBITS AFTER UPLOAD

Once the files are uploaded, scroll back up the page and click on the "Update All Documents" button. This takes you to a page where you can review what you uploaded. It will be helpful at hearing if you name the documents clearly. All Document titles should begin with the letter X and a number followed by the date of the document and its title. For example, if a medical report and tests have been requestedthe documents could be titled:

"X-1 6-9-20 Psychoeducational Assessment by Dr. Smith";

"X-2 6-2-20 Psychoeducational Testing Protocols Dr. Smith"; and

"X-3 5-31-20 Academic Assessment Protocols of Ms. Jones".

Clear labels will help everyone in the hearing find information more quickly. If you are testifying, this may help shorten the amount of time it takes to complete your testimony.

Clicking on the document title or document number entries will open a text box to allow you to change the information. Inputs will be automatically saved. The program will automatically number the pages.

CaseLines has a detailed support section that provides additional information on how to use the program.

If you are unable to upload your documents into CaseLines, please contact OAH at 916-263-0880 and ask to speak to the Case Manager for the case identified in the subpoena.