



City of Chicago
COMMISSION ON HUMAN RELATIONS
 740 N. Sedgwick, 3rd Floor, Chicago, IL 60654
 312/744-4111 (Voice), 312/744-1081 (Fax), 312/744-1088 (TDD)

IN THE MATTER OF:

Complainant,
 v.

Respondent.

Case No.: _____

Date Mailed: _____

TO:

SUBPOENA

YOU ARE COMMANDED, pursuant to §2-120-510(k) of the Municipal Code of the City of Chicago, to appear to testify at the administrative hearing being held in the above captioned case on _____ at _____ a.m./p.m. at the Commission's office (address above), and continuing from day to day until the hearing is completed.

YOU ARE FURTHER COMMANDED to bring at that time all of the documents described below which are in your possession or control: _____

Your failure to comply with this subpoena shall constitute a violation of §5-08-070 or §2-160-090 of the Municipal Code of Chicago and shall subject you to the imposition of a fine. Every day that you fail to comply with this subpoena constitutes a separate and distinct violation. In addition to the imposition of a fine, the Commission may seek judicial enforcement of this subpoena. If you are a person controlled by a party to this case and fail to comply with this subpoena without good cause, then in addition to any fine the Commission or hearing officer may enter an order of default or dismissal pursuant to Subpart 235 of the Commission's regulations. The hearing officer may also refuse to allow the subpoenaed witness or subpoenaed documents to be introduced as evidence to support the position of the controlling party in the administrative hearing.

Signed _____
 Date _____

Name _____
 Title _____

I served this subpoena by handing/ mailing a copy to _____, to whom it was addressed, at the above address on _____. I enclosed a check for \$_____ for witness and mileage fees. The mailing was sent prepaid, restricted delivery, and a return receipt showing who received it, the date received and the address of delivery was requested.

Signed: _____
 Name: _____

Signed and sworn to before me this _____ day of _____, 20__.

 Notary Public

Valid only as authorized by order of the hearing officer and signed by the hearing officer or an authorized Commission staff member. See Page 2 for more information about the laws governing this subpoena.

**Chicago Commission on Human Relations
Subpoena, Page 2**

The Chicago Commission on Human Relations is an administrative agency of the City of Chicago. The Commission is responsible, pursuant to the Chicago Municipal Code, to investigate and adjudicate complaints of discrimination filed under the Chicago Human Rights Ordinance and the Chicago Fair Housing Ordinance. As such, the Commission has authority to issue subpoenas for the appearance of witnesses, the production of evidence, or both, in the course of investigations and hearings. See Section 2-120-480 *et seq.* of the Chicago Municipal Code for the Commission's Enabling Ordinance, especially Section 2-120-510(k) stating the subpoena power.

The full text of the Commission's governing ordinances and regulations is available on the Commission's web site: www.cityofchicago.org/HumanRelations. Paper copies are available from the Commission at no charge, upon request.

Objections to a Subpoena

As specified in Chicago Municipal Code §2-120-510(k) and the Commission's Regulations, the person to whom the subpoena was directed may object as set forth in Reg. 220.230, printed below:

REG. 220.230 Objections to Issued Subpoenas

(a) Objections by Person Subpoenaed

No later than the time for appearance or production required by the subpoena, the person to whom the subpoena is directed may object to the subpoena, in whole or in part. The objection must be in writing, delivered to the Commission and shall specify the grounds for the objection. For seven days after receipt of a timely objection to a subpoena, the Commission shall take no action to enforce the subpoena or to initiate prosecution of the person to whom the subpoena is directed. During this seven-day period the Commission, or the hearing officer conducting the hearing or investigation, shall consider the grounds for the objection and may attempt to resolve the objection through negotiation with the person to whom the subpoena is directed. The seven-day period may be extended by the Commission, or the hearing officer conducting the hearing or investigation, in order to allow completion of any negotiations. The extension shall be in writing addressed to the person to whom the subpoena is directed, and shall specify the date on which the negotiation period will end. Negotiations may include such matters as the scope of the subpoena and the time, place and manner of response thereto. The filing of an objection to a subpoena, and negotiations pursuant to an objection, shall not constitute refusal to comply with the subpoena, or interference with or obstruction of an investigation. The Commission, or the hearing officer if one has been appointed, shall rule on the objection.

For additional information concerning subpoenas issued by the Chicago Commission on Human Relations, see generally Section 220.200, Subpoena Procedures, in the regulations of the Chicago Commission on Human Relations.

See Reg. 220.210 regarding issuance of a subpoena.

See Reg. 220.220 regarding the service of a subpoena.

See Reg. 220.230(b) regarding objections to a subpoena by a party.

See Reg. 220.240 regarding failure to comply with a subpoena.