



Ohio Board of Professional Conduct

INSTRUCTIONS FOR COMPLETING ELECTRONIC SUBPOENAS

Pursuant to BPC Proc. Reg. 6, the Board of Professional Conduct provides blank subpoena forms for use in disciplinary matters. The subpoena forms are provided **exclusively** for use by the Office of Disciplinary Counsel and certified grievance committees in disciplinary investigations and by relators and respondents in cases pending before the Board of Professional Conduct. Any use of the subpoena forms by someone who is not a party to or counsel in a disciplinary matter is strictly prohibited.

The blank subpoena forms are available on the [relator/respondents' counsel page](#) of the Board's web site. The forms can be downloaded and opened in Adobe Acrobat Reader or third party .pdf applications. When using a tablet or iPad, it is recommended that the user open the form from the browser in the Adobe Acrobat app. There are three subpoena forms available for use:

- A standard subpoena used to summon a party or witness to a deposition or hearing;
- A subpoena *duces tecum* to produce documentation either in addition to or in lieu of attendance;
- A subpoena requesting character testimony or a letter in lieu of testimony on behalf of a respondent in a pending disciplinary case.

Each subpoena form has a series of fields that must be completed. Required fields are bordered in red and indicate the required content for each field with the exception of the date fields. By clicking on a blank date field, the user can view a scrolling calendar to enter the desired date. Each form also has option to select either a File No. (for investigations) or a Case No. (for cases pending before the Board). A party issuing a subpoena *duces tecum* must (1) enter a description of the requested documentation on the first page of the form or (2) check the "See Attached" box and enter the requested documentation on the third page of the form.

The attorney issuing the subpoena must enter his or her name and telephone number. An optional field is provided to enter the issuing attorney's email address.

Each standard subpoena consists of two pages, the second of which sets forth the content of Civ. R. 45(C) and (D) and a space for return of service. Users may print the form as a single, two-sided document or a two-page document. **Both** pages must be provided to the person or entity to which the subpoena is issued. The subpoena *duces tecum* has a third page that must be provided if that page is completed.

Questions regarding the use of these forms may be directed to the Board at 614-387-9370.