IN THE NON-JUDICIAL PROCEEDING OF

[Case Type] ARBITRATION

|  |  |  |
| --- | --- | --- |
| Petitioner,  v.  Respondent. | )  )  )  )  )  )  )  )  )  ) | ADR File # |

**SUBPOENA FOR [Documents or Testimony]**

TO:

ADDRESS:

**YOU ARE REQUESTED** to [mail the following documents in your possession or control] or [appear and give your testimony]

[Description of requested documents] or [Description of where and when the testimony will be given]

**YOUR FAILURE TO RESPOND TO THIS SUBPOENA MAY LEAD TO AN ACTION BEING FILED IN THE CIRCUIT OF COOK COUNTY, ILLINOIS TO COMPEL YOUR COMPLIANCE.**

**YOU MAY ADDRESS QUESTIONS TO THE ATTORNEY(S) LISTED BELOW.**

Attorney No. :

Name :

Attorney for :

Address :

City/State/ZIP :

Telephone :

Attorney No. :

Name :

Attorney for :

Address :

City/State/ZIP :

Telephone :

AS SIGNED BY: [Arbitrator Name] Date: [Date Sent]

[20 North Clark Street, Floor 29]

[Chicago, IL 60602]

[312.960.2260]

\_\_\_ I served this subpoena by mailing a copy with postage prepaid to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_ I served this subpoena electronically by emailing a copy to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the following email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_ I served this subpoena by handing a copy to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I paid the server $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for

delivery charges.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature of server) (print name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature of attorney serving the subpoena) (print name)

**(Note: The attorney for the party requesting the subpoena must serve the subpoena.)**