**Section 2000.40 Subpoenas**

a) A subpoena may be issued to compel the attendance of witnesses. The subpoena shall bear the current address and phone number of the Commission, a citation to the statutory section authorizing the Commission to issue subpoenas, a unique TIRC subpoena number, the TIRC case number to which the subpoena relates, the address to which the witness is to report, the time at which the witness is to report and the signature of the Director or his or her designee.

b) A subpoena duces tecum may be issued to compel the production of records, correspondence or other documents. The subpoena shall bear the current address and phone number of the Commission, a citation to the statutory section authorizing the Commission to issue subpoenas, a unique TIRC subpoena number, the TIRC case number to which the subpoena relates, a description of the records sought, the date by which the records are to be returned and the signature of the Director or his or her designee.

c) Witness and mileage fees shall be the same as are paid witnesses in the Circuit Courts of the State of Illinois, as set forth in Section 4.3 of the Circuit Courts Act [705 ILCS 35/4.3].

d) Service on the subpoenaed person shall be by personal service, certified mail or facsimile, or by leaving a copy at the principal office or place of business of a subpoenaed corporation or partnership. A subpoena shall be served reasonably in advance of its return date.

(Source: Amended at 38 Ill. Reg. 19007, effective September 19, 2014)