

# Colorado Mediators & Arbitrators

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Before  COMA Case #

Claimant(s)  V. Respondent(s)

## SUBPOENA DOCUMENTS

To:

You are ordered to produce the following documents and tangible things designated and described below for an arbitration hearing held under the auspices of Colorado Mediators & Arbitrators™ | COMA pursuant to the Colorado Uniform Arbitration Act, §13-22-217, C.R.S. You are to deliver the items to PO Box 2618, Littleton CO 80161 on Date  Time

as an exhibit for the  Claimant  Respondent:

At that time and place, you shall permit such party or someone acting in his or her behalf to inspect and copy, test or sample such tangible things in your possession, custody or control.

Arbitrator's Signature  Date

### Affidavit Of Service

I declare under oath that I am over the age of 18 years and not a party to this case and that I served this Subpoena to Appear on the Witness in \_\_\_\_\_ (County) \_\_\_\_\_ (State) on \_\_\_\_\_ (date) at the following location:

#### Check One:

By handing it to a person identified to me as the Witness or by leaving it with the Witness who refused service.

By leaving it with one of the following:

- The person's usual place of abode or business
- with any person over the age of 18 years who is a member of the person's family
- with the person's secretary, bookkeeper, or chief clerk
- by delivering a copy to an agent authorized by appointment or by law to receive service papers

I attempted to serve the Witness on \_\_\_\_\_ occasions but have not been able to locate the Witness.

Fee \$ \_\_\_\_\_ Mileage \$ \_\_\_\_\_  Private process server  Sheriff, \_\_\_\_\_ County

\_\_\_\_\_  
Name (Print or type)

\_\_\_\_\_  
Signature of Process Server

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Date