

**UNITED STATES OF AMERICA**  
**Before the**  
**CONSUMER FINANCIAL PROTECTION BUREAU**

**Administrative Proceeding**

**File No.        -CFPB-**

**In the Matter of:**

**Respondent.**

**SUBPOENA TO PRODUCE DOCUMENTS,  
INFORMATION, OR OBJECTS OR TO  
PERMIT INSPECTION OF PREMISES**

**SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS  
OR TO PERMIT INSEPTION OF PREMISES**

1. TO:

2. ADDRESS:

3. DATE AND TIME:

4. PRODUCTION: **YOU ARE REQUIRED** to produce the following documents, electronically stored information, or objects at the address, date, and time specified above:

5. ALTERNATE TO PERSONAL PRODUCTION: in lieu of personally producing the described items above, you may deliver copies of the described items to the following location on or before the date and time set forth above:

If you intend to use this alternate means of production, you must notify the counsel that requested issuance of this subpoena (named in Item 9) at least 48 hours before the time listed in Item 3.

6. INSPECTION: **YOU ARE REQUIRED** to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object on it.

7. PLACE OF INSPECTION:

8. DATE AND TIME:

9. NAME AND ADDRESS OF COUNSEL AND PARTY REQUESTING ISSUANCE OF SUBPOENA:

10. DATE SIGNED:

11. SIGNATURE OF HEARING OFFICER:

To be valid, a raised CFPB seal must appear here:

**PROOF OF SERVICE**

I hereby certify that I have served the within subpoena as indicated in the manner described below:

1. PERSON SERVED:	2. DATE OF SERVICE:	3. LOCATION OF SERVICE:
4. MANNER OF SERVICE:		5. WITNESS FEES ( <i>check one</i> )  <input type="checkbox"/> I have tendered to the witness fees for one day's attendance and the mileage allowed by law, in the amount of: \$ <input style="width: 100px;" type="text"/>  <input type="checkbox"/> I have not tendered to the witness fees for one day's attendance and the mileage allowed by law.

**DECLARATION OF SERVER**

I declare under penalty of perjury that the forgoing information is true and correct.

6. NAME, TITLE, AND ADDRESS OF SERVER ( <i>print</i> ):	7. SIGNATURE OF SERVER:	8. DATE SIGNED:
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## GENERAL INSTRUCTIONS

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### Notice

The hearing officer will not issue blank subpoena forms. To be valid, this subpoena must be completed in its entirety and must bear the raised CFPB seal and signature of a hearing officer. See 12 C.F.R. §§ 1081.208, 1081.209. The requesting party must attach a brief statement showing the general relevance and reasonableness of the scope of testimony or documents sought pursuant to 12 C.F.R. §§ 1081.208(a), 1081.209(a).

### Requesting a Subpoena

In connection with any hearing ordered by the hearing officer, a party may request the issuance of one or more subpoenas requiring the attendance and testimony of witnesses at the designated time and place of the hearing, or the production of documentary or other tangible evidence returnable at any designated time or place. 12 C.F.R. § 1081.208(a). Requests for issuance of a subpoena shall follow the procedures and requirements set forth in 12 C.F.R. §§ 1081.208, 1081.209.

### Failure to Comply

Failure to comply with a subpoena may subject the subpoenaed person to a penalty imposed by law. See 12 C.F.R. §§ 1081.208, 1081.209.

### Motion to Limit or Quash Subpoena

The CFPB's Rules of Practice for Adjudication Proceedings require that any motion to limit or quash this subpoena must comply with 12 C.F.R. §§ 1081.208(h), 1081.209(f), and in particular must be filed prior to the time specified for compliance (in Item 3 on page 1), but in no event more than 10 days after the date of service of the subpoena. Such motion must be filed and served on all parties pursuant to 12 C.F.R. Part 1801.

### Witness Fees and Expenses

The CFPB's Rules of Practice for Adjudication Proceedings require that the party issuing the subpoena, as identified in Item 5, shall pay to witnesses subpoenaed for testimony on their behalf the same fees for attendance and mileage as are paid in the United States district courts in proceedings in which the United States is a party. If the subpoena is issued at the request of anyone other than an officer or agency of the United States, service is valid only if the subpoena is accompanied by a tender to the subpoenaed person of the fees for one day's attendance and mileage as allowed by law. 12 C.F.R. §§ 1081.116, 1081.208(f), 1081.209(e).

This subpoena does not require approval by OMB under the paperwork Reduction Act of 1980.