

Family Court Services Subpoena Process

Parties requesting testimony from a Family Court Services (FCS) Mediator/Evaluator or Court Investigator at a court hearing or trial must serve an official subpoena (Civil Subpoena for Personal Appearance at Trial or Hearing Form SUBP-001). The subpoenaing party shall serve the subpoena at least 10 calendar days before the hearing to allow adequate time to prepare and review the evaluation or report. Please note, the Mediator/Evaluator or Court Investigator may testify remotely if permitted.

To subpoena a Mediator/Evaluator or Court Investigator, please do the following:

- **Confirm Availability** – Contact FCS in advance via email at slo-fcssec@slo.courts.ca.gov or by phone at (805) 706-3608 to confirm the evaluator's or investigator's availability.
- **Payment of Witness Fees** - Once availability is confirmed, the parties must provide a check in the amount of \$275 for witness fees, made payable to San Luis Obispo County Superior Court. Fee exceptions apply to court appointed counsel or parties with a court-approved fee waiver of the case.
- **Submit the Subpoena and Fees** - Deliver the subpoena and witness fee check to the Clerk's Office at the San Luis Obispo Branch, located at 1050 Monterey St., Rm. 224, San Luis Obispo, CA 93408. Alternatively, the form and check may be placed in an envelope addressed to Family Court Services placed in one of the drop boxes located at the entrance of the courthouse.

Hearing or Trial Taken Off-Calendar - If the hearing for which the subpoena applies is taken off-calendar or continued, the subpoenaing party shall notify FCS via email or phone, at their earliest convenience.

Hearing or Trial Continued - If the hearing for which the subpoena applies is continued, a new subpoena will not be necessary. However, the parties are required to contact FCS, at their earliest opportunity, to determine the evaluator's or investigator's availability on the continued hearing date and send email notification to slo-fcssec@slo.courts.ca.gov. The notification shall include the parties' names, the San Luis Obispo County Superior Court case number, the name of the evaluator or court investigator, and the continued hearing date and time.