

 Department of <b>Children &amp;          Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Family Support
	<b>Chapter No./Name</b>	09 – Child Support Enforcement (CSE)
	<b>Part No./Name</b>	E-General Policy and Procedures
	<b>Section No./Name</b>	E-1100 Administrative Subpoenas
	<b>Document No./Name</b>	E-1110 Subpoena Authority
	<b>Effective Date</b>	December 1, 2013

## I. STATEMENT OF POLICY

[LA R.S. 46:236.15](#) provides that the Agency shall have administrative authority to subpoena information that is needed to establish, modify, or enforce a support order; to establish paternity; or to locate a NCP.

## II. PROCEDURE

This authority is restricted to entities authorized to conduct business in the State of Louisiana. The Agency also has the authority to impose a fine not to exceed \$25.00 for failure to respond to a subpoena. The law further provides that the entity to which a subpoena has been issued has 30 days to file an appeal with the Agency. Access the [Secretary of State's](#) website to examine the laws.

If the entity files an appeal, the **\* Area Director \*\*** shall conduct an informal hearing, reviewing all of the pertinent facts, and allowing the entity an opportunity to explain why it feels that the subpoena should not be honored.

Administrative subpoenas shall be issued only when necessary, and only when the information is not available through other means, such as an interface. Care should be taken that subpoenas are not overly broad, but are specific and concise in information required. When appropriate, subpoenas should provide the specific time frame to which the subpoena applies. Form **\* CES 155 \*\*** Administrative Subpoena Duces Tecum, must be signed by the **\* CSE Supervisor or CSE Manager.**  
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## III. FORMS AND INSTRUCTIONS

**\* CES 155/Instruclinos**

## IV. REFERENCES

[LA R.S. 46:236.15](#) **\*\***