

TO: Commander
FROM: General Counsel to the Superintendent
SUBJECT: Attached subpoena(s)

1. Transmitted with this report are subpoena(s) for Department members. Please instruct the member(s) to comply with the provisions stated below. FAILURE TO COMPLY MAY RESULT IN A CONTEMPT CITATION.
2. If a check is attached and an appearance has been made, the check should be endorsed to the Director, Finance Division, Chicago Police Department. The endorsed check with a photo static copy of the subpoena should be sent to the Finance Division, 3rd floor - NE, 3510 South Michigan Avenue.
3. If appearance is not required, the check should be returned to the Office of Legal Affairs, 5th floor - NE, 3510 South Michigan Avenue, along with a copy of the subpoena and written explanation as to why appearance is no longer required (date, time and name person notifying member that appearance is not needed).
4. Comply with Department Special Order 08-04 and, in addition, make appropriate notifications to State's Attorney, U.S. Attorney, or the Corporation Counsel.

ADDITIONAL INSTRUCTIONS

- The attached subpoena does not indicate whether the City is a party to this lawsuit. Instruct the officer(s) to contact the Office of Legal Affairs (telephone numbers listed below) with relevant information about the case so that City liability may be evaluated.
- The attached subpoena has been issued by a foreign jurisdiction. Instruct the officer(s) to contact the Extradition Officer (PAX 0421) for further arrangements.
- The attached subpoena was issued by a Grand Jury. Please notify the officer(s) immediately. If the officer is unable to appear, please contact the Assistant State's Attorney named on the subpoena and notify the Office of Legal Affairs on Pax 0484 or Citynet 745 - 6115.
- Officer(s) are not required to secure requested documents from official Department storage facilities. Officers are required to bring only their personal notes, memoranda or logs.

If you have any further questions concerning the above, please contact the Office of Legal Affairs, 745 - 6115 or PAX 0484.

General Counsel
to the Superintendent