

## SUBPOENA REQUEST GUIDELINES

Chicago Police Department

- Direct all subpoenas for documents and witness appearances to:  
Chicago Police Department  
Records Services Division, Subpoena Unit 163  
3510 S. Michigan, 1<sup>st</sup> Floor, Room 1027  
Chicago, IL 60653  
(312) 745-5603 and 745-5604
- Subpoenas can be mailed to or dropped off at the address provided above.
- Do not address a subpoena for documents to an individually-named member of the CPD.
- The Cook County State’s Attorney’s Office has access to many of the below-listed reports which may negate the need for a subpoena on a criminal case.
- Items the Subpoena Unit can provide copies of:
  - Arrest Reports (also known as CBs)
  - Case, Incident and Supplemental Reports (also known as RDs)
  - Criminal History Reports (also known as Rap Sheets and IRs)
  - Inventory Slips
  - Traffic Crash Reports
  - Tactical Response Reports (TRRs)
  - Officer Battery Reports (OBRs)
- When the item requested is kept by another unit within CPD, the Subpoena Unit will forward the subpoena to the appropriate unit for handling. Items maintained by other units include, but are not limited to, the following:
  - Area Investigative Files (also known as Detective Division Files, which may include General Progress Reports, also known as GPRs)
  - DUI Case Files (which may include Alcohol/Drug Influence Reports and Breath Test Printouts)
  - In-car Camera Video (*90 day retention period*)
  - Photographs and Crime Scene Video
- **Describe only the specific item(s) you are requesting.** The CPD response to your request will be unnecessarily delayed if you include language that you seek “*any and all*” documents related to a RD number when you are only seeking a specific type of document.
- **Information to provide within the body of the subpoena** to assist the search for the requested items:
  - Name of arrestee with corresponding RD, CB and IR numbers – *required* for document requests
  - Arrestee date of birth
  - Address and date of arrest
  - Names and star numbers of CPD officers – *required* for court appearance
  - Beat number, vehicle number, date and time, CB number, primary arresting officer name and star number – *required* for in-car camera video requests

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- Select a response date which provides the CPD a reasonable amount of time within which to respond to your request, such as 21 days.
- Fees:
  - State Court Civil - \$25.00
  - Federal Court Civil Litigation - \$45.00
- No subpoena is needed to obtain a copy of a current Department Directive as they are available on the CPD website at <http://directives.chicagopolice.org/directives/> . Please note that a copy of a rescinded or earlier version of a Department Directive must be requested via subpoena.
- If you need an item of inventoried property brought to court, please send a subpoena for the Officer who inventoried the item to appear in court and include a request to that effect along with the CPD inventory number. Do not send a subpoena duces tecum for an item of inventoried property.
- In the event you want to communicate to CPD that you have not received a response and the materials are still needed or if you receive a partial response to your subpoena, do not send a second subpoena requesting the same information. **Please direct inquiries about outstanding requests to (312) 745-5603 or 745-5604** and provide the court case number exactly as it appears on the subpoena you sent to CPD. Sending an additional subpoena or court order containing the identical request may only increase the response time to your original request.
- **Before filing a petition for a Rule to Show Cause, please contact the Subpoena Unit directly at (312) 745-5603 or 745-5604** so the status of your request can be determined.
- Delivery of responses by CPD:
  - 26<sup>th</sup> & California and Traffic Court – subpoena responses are delivered to the Clerk of the Circuit Court each business day, excluding court holidays.
  - Branch Courts – subpoena responses are sent daily via police mail to the court sergeant assigned to the courtroom.
  - Suburban courthouses – subpoena responses are delivered daily to the Clerk of the Circuit Court at 26<sup>th</sup> & California and routed from there by the Clerk’s Office.
- Subpoena responses on criminal cases will *not* be delivered or mailed to a requesting attorney’s office.