**Section 14.1180 Subpoenas**

a) Issuance. Subpoenas for the attendance of witnesses, or for the production of books, papers, accounts or documents at a hearing in a proceeding pending before the Division may be issued by the Director or by the ALJ assigned to the proceeding, either sua sponte or on the written motion of a party showing good cause for the issuance of the subpoena.

b) Motion. Motion for subpoenas shall be verified and shall specify the books, papers, accounts or documents desired, and the material and relevant facts to be proved by them. No subpoena shall be issued unless it is first determined that the matter sought is relevant, material and necessary, and that compliance with the subpoena will not result in harassment or undue hardship, inconvenience or expense to the party subpoenaed.

c) Service. Service of subpoenas and payment of witness fees and expenses shall be made in the manner prescribed by the Illinois Supreme Court Rules, the Code of Civil Procedure [735 ILCS 5], and Section 47 of the Fees and Salaries Act [55 ILCS 45/47].