**Section 100.100 Subpoenas**

a) Subpoenas for the attendance of witnesses from any place in the State of Illinois, or for the production of books, papers, accounts, or documents at a hearing in a pending adjudicatory proceeding, will be issued by the Department upon its own motion, or upon request in writing by a party incorporating a showing that any such subpoena is reasonably required.

b) Requests for subpoenas to compel the production of books, papers, accounts, or documents shall be verified, and shall specify the books, papers, accounts, or documents desired and the material or relevant facts to be proved by them.

c) Service of subpoenas and payment of witness fees shall be in accordance with the following:

1) The party at whose instance the subpoena is issued shall serve said subpoena;

2) The party at whose instance the subpoena is issued shall pay the fees of the witness; and

3) The calculation of witness fees for appearances in any proceeding hereunder shall not include lost wages caused by the appearance of said witness.