



Legal Notification

Services Inc.

Excellence in Design, Support and Technology

P.O. Box 946

Red Bluff, CA 96080

(530) 736-4850

info@isubpoena.com

ISUBPOENA PROFESSIONAL WEB INTERFACE INSTRUCTIONS VERSION 3.0

In your browser navigate to <https://isubpoena.com>



Login at upper right with your email address and password


If you have not already done so on the app please accept the Terms of Service.

Once logged in you will see a list of only current subpoenas issued to you.

The screenshot shows the 'Subpoena Mobile Subpoena Service' app interface. At the top, there's a dark header with the app logo and navigation links: 'settings', 'logout', and 'support'. Below the header, there's a search bar with a 'Search' button and a 'Search by Date' button. The main content area is titled 'Assigned Subpoenas - Active' and features a table with the following columns: CASE NUMBER, DATE, CASE STATUS, DEFENDANT'S NAME, PROSECUTOR, COURT, and TITLE. The table contains five rows of data. A red arrow points to the 'testing - JT' case number in the first column of the second row.

CASE NUMBER	DATE	CASE STATUS	DEFENDANT'S NAME	PROSECUTOR	COURT	TITLE
SCR-09877 - PX	May 20, 2015 8:00 AM	Active	Sarah Dirtbag	Perry Masson	ISubpoena Demo Court	14-099887
testing - JT	May 28, 2015 8:00 AM	Active	Fred Dirtbag	Perry Masson	ISubpoena Demo Court	testing again
Testing - JT	May 29, 2015 11:00 AM	Active	Fred Dirtbag	Perry Masson	ISubpoena Demo Court	Testing
testing - Calendar - CT	Jun 10, 2015 11:00 AM	Active	fred dirtbag	Tim Kendall	Mono County Superior Court - Bridgeport	test cal
NCR92055 - JT	Jun 17, 2015 1:15 PM	Active	NICK GONZALEZ	Alessio Larrabee	Tehama County Court - Red Bluff - TBD	BI14-725

Click on the subpoena case number to open the subpoena



Subpoena

Mobile Subpoena Service

Technical Investigative Services

[jvanhout@live.com](#)
[settings](#)
[logout](#)
[support](#)

[+ Add Conflict |](#)

[Home](#) > [Subpoena](#)

Subpoena info

Entered by: JVH	Assigned Court: ISubpoena Demo Court
Case number: Testing - JT	Prosecutor: Perry Masson
Date: May 29th 2015	Prosecutor's number: 5301234567
Time: 11:00 am	Assigned to: Jos Van Hout (jvanhout@live.com)
Defendant's name: Fred Dirtbag	Notes:
Case status: Active	Actions: <input type="button" value="Available"/> <input type="button" value="Conflict"/>
Title: Testing	

ISubpoena 2.2.081114

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[terms of service](#)

Select "Available" if you are available on the assigned court date. After selecting "Available" the subpoena case number will turn green on your list.

Select "Conflict" if you have a conflict on the assigned court date. A separate box will open and select why you are unavailable for the assigned

court date. After completing the conflict information the subpoena case number will turn red.

Conflict Reason:

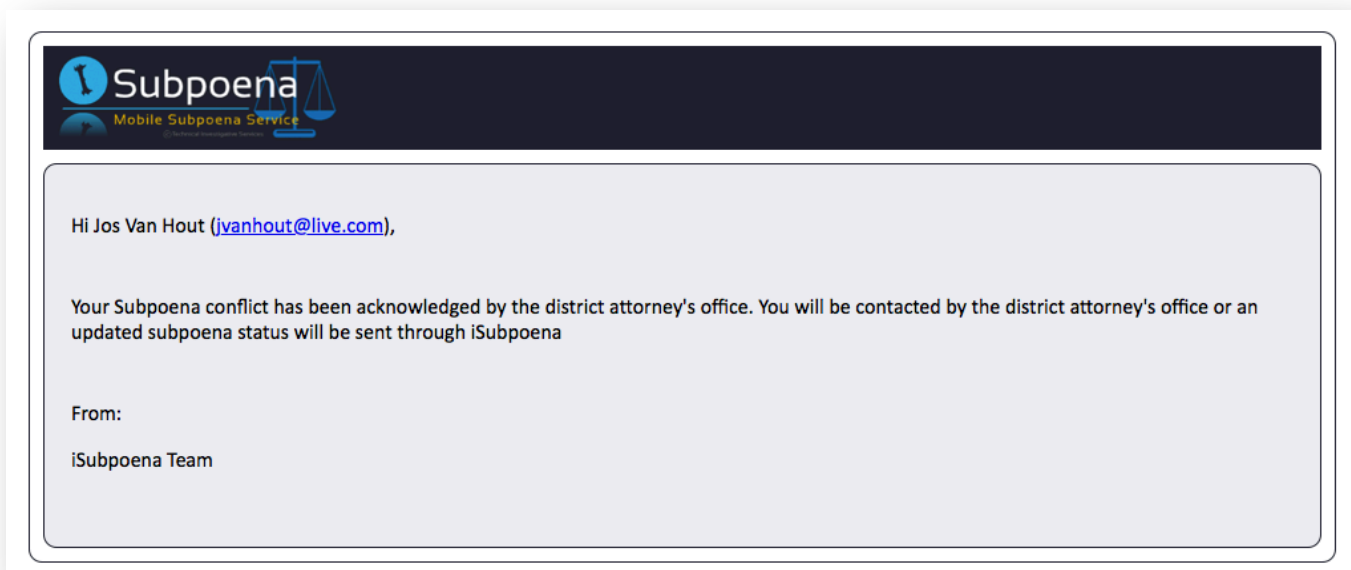
☒ Scheduled Training ☐ Scheduled Vacation ☐ Others:

[Submit Reason](#)

In some counties you may be redirected to an additional officer unavailability form to complete online.

Please remember to contact the prosecutor listed on the subpoena about any conflict. You are still properly served even though you indicated you have a conflict.

When the District Attorney's office updates your conflict subpoena with the new status of "Active – Conflict Acknowledged" status on a given subpoena, an email is sent immediately to your account. (Sample email below)

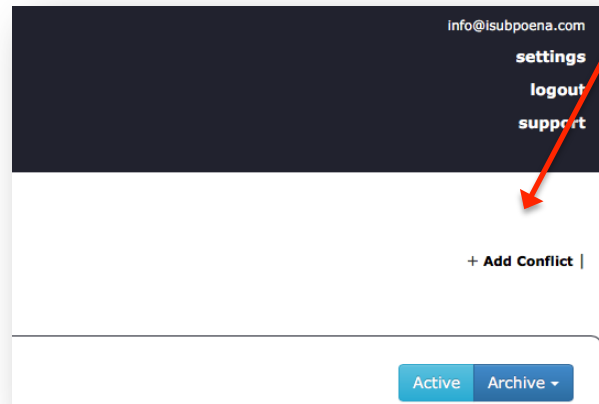




To modify your settings select the settings link on the top right of the web interface under your email address.

This will open up another window with several options. You can change your password, Account name and your notification options.

You can login to your ISubpoena account and select your conflict calendar and add vacations, trainings and other conflict dates to your calendar. Your Department administrators will also be able to login to add to your calendar in case you are not able.



Home > Conflict Add

Add Conflict

Start Date:

End Date:

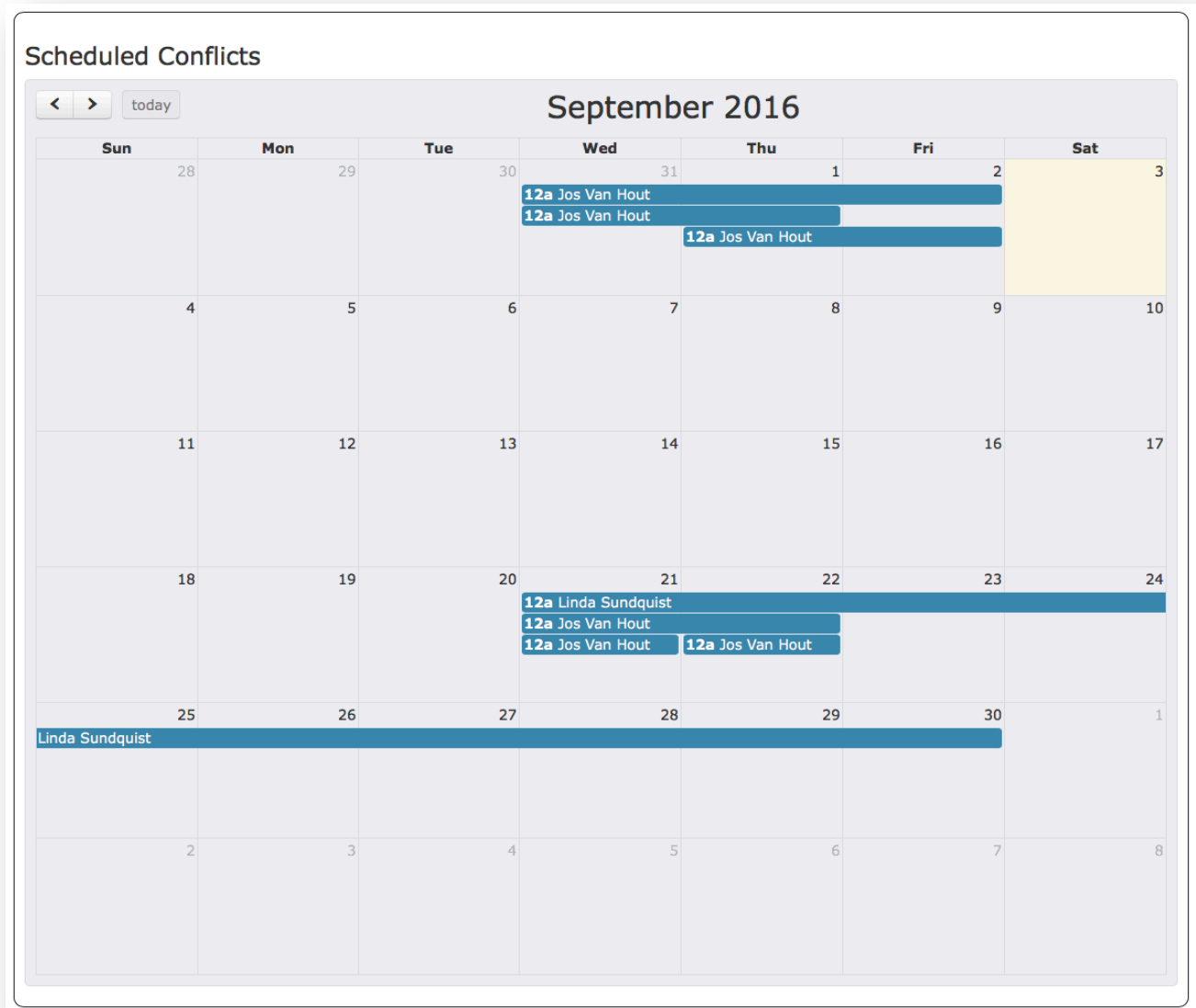
Description:

Existing Conflict

Start Date	End Date	Description
2016 August 15	2016 August 17	Training
2016 August 30	2016 August 31	Training
2016 August 30	2016 August 31	vacataion
2016 August 30	2016 August 31	Vacation
2016 August 31	2016 September 2	Training

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Prosecutors, Administrators and District attorney staff will be able to view the conflict calendars of all officers. Selecting any date will pop up a list of all officers not available on that day.



If you need support you can click on the support link on the top right of the interface under the logout link.



This will redirect you to the ISubpoena Support Portal where you can find the latest news, training and answers to basic questions. There is also contact information and a ticketing system for major issues.

