**Touhy Guidelines**

To subpoena federal employees or Task Force Officers assigned to a Federal Task Force, such as the OCRCFL, Federal “Touhy Regulations” must be followed. The following are the guidelines, and the request must be approved by FBI legal, before the witness can testify in state court:

1. Issue a subpoena for the potential witness at the same time all other subpoenas are issued.
2. Place the verbiage from the “Scope & Relevancy Letter Template” on your agency’s letterhead. Address the areas that are highlighted in yellow and explain the basic facts of the case and what the witness is expected to testify to.
3. Send the subpoena and the completed “Scope & Relevancy Letter” to the following via email, fax, or mail:

FBI Los Angeles

Attn: Legal Unit

11000 Wilshire Blvd. Suite 1700

Los Angeles, CA 90024

Fax: (310) 996-3573

Email: la-fbi-legalprocess@ic.fbi.gov