

REQUEST FOR SUBPOENA
Getting Documents or Papers for a Hearing

If you need books, records, documents, papers, or other specific things for a hearing and have not been able to get them, you should fill out this form. After you have filled out the form, give it to the assigned Administrative Law Judge as far in advance of the hearing as possible.

Case Name:

Date of Hearing:

OAH Number:

Agency Name:

Assigned Administrative Law Judge:

Describe the documents, books, records or other specific things you need for the hearing:

Give the name and address of the person who has the things you need for the hearing:

How do you know that this person has the things that you need for the hearing?

Does the person who has the things that you need work for a state agency? If yes, which one?

Have you asked the person for the things you need? What was his or her response?

Why do you need the documents? How would they be helpful at the hearing?

Signed _____

Printed Name _____

Phone _____

Date _____

GENN4046

Request for Subpoena
Getting a witness to testify at a hearing

If you need to have a witness to testify at a hearing, you should provide fill out this form and give it to the assigned Administrative Law Judge as soon as possible, before the hearing. Use this form if you want to have the witness bring things to the hearing.

Case Name:

Date of Hearing:

OAH Number:

Agency Name:

Assigned Administrative Law Judge:

Name and address of the witness:

Does the witness work for a state agency? If yes, which one?

What do you want the witness to testify about?

How will the witness's testimony be useful or important in helping reach a decision in this case?

Is this witness willing to testify without a subpoena? How do you know?

For witnesses who are not officers or employees of the agency, the witness fee is \$5 per day and the mileage fee is eight cents per mile if the person is required to travel to testify, unless the person agrees to testify without being paid.

Do you want the witness to bring any books, records, documents or other specific things for the hearing? If yes, please describe what you want the witness to bring.

How do you know that this witness has the books, records, documents or other things you want them to bring to the hearing?

Signed _____

Printed Name _____

Phone _____

Date _____

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