



**DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS**
441 4TH STREET, NW, SUITE 450 NORTH
WASHINGTON, DC 20001-2714



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| | |
|---|--------------------|
| _____ Petitioner(s), v. _____ Respondent(s) | Case No(s).: _____ |
|---|--------------------|

Request for a Subpoena

You may use this form to ask the Administrative Law Judge to issue a subpoena for the appearance of a witness or the production of documents at a hearing. You must include with this form a copy of the proposed subpoena(s). A subpoena is only enforceable when signed by the Administrative Law Judge. After the Administrative Law Judge issues a signed subpoena, it is your responsibility to serve the subpoena on the witness or the person/organization to produce documents, as required by OAH Rule 2824.

| | |
|---|---|
| Name (please print): _____ | Representative: _____ |
| Address: _____ | Address: _____ |
| _____ Ward: _____ | _____ |
| Telephone: _____ | Telephone: _____ |
| Email: _____ | Email: _____ |
| <input type="checkbox"/> I consent to receive documents by email (OAH Rule 2841.16) | <input type="checkbox"/> I consent to receive documents by email (OAH Rule 2841.16) |

For each witness or document listed on the proposed subpoena(s), please explain the relevance of the requested testimony or documents. Use an additional page if needed.

Name of person preparing request: _____

Signature: _____ Date: _____