



**DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS
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WASHINGTON, DC 20001-2714**



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_____ Petitioner(s), v. _____ Respondent(s)	Case No(s): _____
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Request for a Subpoena in a Rental Housing Case

*You may use this form to request **up to three subpoenas** in a Rental Housing case, **but only for a purpose listed below**. The Clerk's Office will send you the requested number of subpoenas signed but otherwise blank. You must complete the rest of the required information in the subpoena and then serve the subpoena on the witness or the person or organization to produce documents, as required by OAH Rules 2934 and 2824. **If you want more than three subpoenas, or if you want a subpoena for a purpose other than a purpose listed below, you may request the subpoena using the general "Request for a Subpoena" form.***

Party Name: _____	Representative: _____
Address: _____	Address: _____
_____ Ward: _____	_____
Telephone: _____	Telephone: _____
Email: _____	Email: _____

I consent to receive documents by email (OAH Rule 2841.16) I consent to receive documents by email (OAH Rule 2841.16)

By filing this form, I certify that the requested subpoenas are only for the following purposes:

- **To compel the appearance at a hearing of any witnesses, including housing inspectors, with knowledge of conditions, repairs, or maintenance in a party's rental unit or any common areas for the three-year period immediately before the filing of the petition with the Rent Administrator;**
- **To compel the production at or before a hearing of all records not created by a government agency, relating to conditions, repairs, or maintenance to a party's rental unit or any common areas for the three-year period immediately before the filing of the petition with the Rent Administrator;**
- **To compel the production at or before a hearing of housing violation notices in the possession of the Department of Consumer and Regulatory Affairs relating to a party's rental unit or any common areas for the three-year period immediately before the filing of the petition with the Rent Administrator.**
- **To compel the production at or before a hearing of all records in a housing provider's possession relating to any rent increases demanded or implemented for a party's rental unit for the three-year period immediately before the filing of the petition with the Rent Administrator.**

Number of subpoenas requested (maximum of three): _____

Name of person preparing request: _____

Signature: _____ Date: _____

Clerk's Office Use: Name _____ Date: _____
Number of subpoenas provided: _____