



**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).: _____
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Request for a Subpoena in an Unemployment Benefits Case

*You may use this form to request **up to three subpoenas** in an Unemployment Benefits case, **but only for the purposes stated 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 2984 and 2824. **If you want more than three subpoenas, or if you want a subpoena for a purpose other than a purpose stated below, you may request the subpoena using the general "Request for a Subpoena" form.***

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)

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

- **To compel the appearance at a hearing of persons who have direct knowledge of Claimant's separation from employment**
- **To compel the production at a hearing of documents, dated no earlier than six (6) months before the date of separation, in the other party's possession that directly relate to Claimant's separation from employment.**

Number of subpoenas requested (maximum of three): _____

Name of person preparing request: _____

Signature: _____ Date: _____

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