

STATE OF LOUISIANA
DIVISION OF ADMINISTRATIVE LAW
SUBPOENA
(La. R.S. 49:956(5),(6))

Agency

IN THE MATTER OF

Respondent

*
*
*
*
*
*

Docket No.: _____

TO:

Name of person being served

Address

City/State/Zip

Telephone

Alternate address

City/State/Zip

Telephone

YOU ARE COMMANDED TO:

_____ Appear and testify in the above-entitled contested case at the place, date, and time indicated below for:
_____ Adjudicatory Hearing _____ Deposition
And there to remain until discharged by the Tribunal by which you are summoned to testify to the truth,
to the best of your knowledge.
_____ Produce the following items at the place, date, and time below: (If checked, see attached list)

AND, THEREFORE, YOU ARE NOT TO FAIL UNDER PENALTY OF LAW.

By order of said Tribunal, this _____ day of _____, _____, at Baton Rouge, Louisiana.

Location to appear:

Name of person or agency requesting subpoena:

Date and time to appear/produce

Name Title

Street/Post Office Box

City/State/Zip

Signature of officer issuing subpoena

RETURN OF SERVICE

I certify that this subpoena was received and served as follows: _____
Date served

___ By personal delivery, a copy of this subpoena to the _____ By registered or certified mail, return receipt requested,
person named on the party named (Attach mail receipt and green card)
___ By domiciliary service on a person 18 years or older at the above address

___ This subpoena WAS NOT SERVED for the following reasons:

Type or print name of Server

Signature of Server

Return to: **Administrative Hearings Clerk, Division of Administrative Law**
Post Office Box 44033, Baton Rouge, LA 70804-4033 ♦ Phone (225) 342-1800 Fax: (225) 342-1812