



CITY OF KENNER CIVIL SERVICE BOARD

APPLICATION FOR ISSUANCE OF SUBPOENAS

Name: _____

Requested By: Administration Appellant

Address: _____

Docket Number: _____

City: _____ State: _____ Zip: _____

Hearing Date: _____

Phone Number: _____

Email: _____

WITNESSES TO BE SUBPOENAED

RULE II, Section 2.11, Subsection D(2): *No subpoena will be issued unless a written request for the issuance of subpoenas is received in the office of the Director of the Department of Civil Service no later than ten (10) calendar days before the date fixed for the hearing. The request for subpoenas shall contain the names of the witnesses, the street addresses at which the witnesses can be served, and a brief statement of what is intended to be proved by each witness.*

NAME & ADDRESS OF WITNESS	EMPLOYED BY CITY?	WHAT FACTS ARE TO BE PROVED BY THIS WITNESS?

RULE II, Section 2.11, Subsection D(10): *Except with the prior approval of the Board, each party to an appeal shall be limited to not more than five subpoenas for the testimony of witnesses in connection with any merits hearing. Where a request for subpoenas exceeds this limit, the parties are encouraged to discuss the possible stipulation of witnesses' statements in lieu of live testimony.*

ADDITIONAL WITNESSES

NAME & ADDRESS OF WITNESS	EMPLOYED BY CITY?	WHAT FACTS ARE TO BE PROVED BY THIS WITNESS?

DOCUMENTS TO BE SUBPOENAED

RULE II, Section 2.11, Subsection D-(3): No subpoena for the production of books, papers, or other items will be issued unless a written request for the issuance of subpoenas is received in the office of the Director of the Department of Civil Service no later than ten (10) calendar days before the date fixed for the hearing. The request for a subpoena for books, papers or other items shall contain a description of the items to be produced in sufficient detail for identification and shall contain the name and street address of the person who is to be required to produce the items and a brief statement of what is intended to be proved by each item.

DOCUMENT Provide sufficient detail for identification	CUSTODIAN OF DOCUMENT & ADDRESS	WHAT FACTS ARE TO BE PROVED BY THIS DOCUMENT?

ACKNOWLEDGEMENT:

I hereby request subpoena of the witnesses and/or documents listed above for the hearing of the appeal docket number listed.

Signature: _____ Date: _____

CIVIL SERVICE DEPARTMENT USE

Received by Civil Service on _____ at _____ am / pm; by _____.

Subpoenas prepared by _____; completed on _____.

Subpoenas served by _____ on _____.

Comments: _____

Civil Service Director Signature: _____ Date: _____