



CNMI DEPARTMENT OF LABOR



A D M I N I S T R A T I V E
H E A R I N G O F F I C E



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REQUEST FOR A SUBPOENA

Instructions: The hearing officer may issue a subpoena to compel attendance of a non-party witness and production of relevant records or other tangible things. To apply for a subpoena, complete the applicable section of this form and submit to the Administrative Hearing Office. If you need additional space, you may attach a separate sheet.

Case Name: _____ Case #: _____

1. This request is made by: ☐ Complainant ☐ Respondent ☐ Department/Enforcement

2. Production of Documents

a. I am requesting to subpoena the production of the following documents: ☐ Yes ☐ No

b. If yes, fill in the following chart for each document:

Specify document	Identify who has control and possession of document	Explain relevancy and significance of document

3. Witness Testimony

a. I am requesting to subpoena a person for witness testimony: ☐ Yes ☐ No

b. If yes, fill in the following chart for each person:

Identify the person	Specify Contact Information (phone and address/location)	Explain relevancy and significance of witness

c. Testimony is requested for the following hearing date, time, and location: _____

I certify that the information provided with this Request is true and complete under penalty of perjury.

Requestor Name / Signature

Date