

Appendix J: Sample Subpoena for Use in UI Cases

**COMMONWEALTH OF MASSACHUSETTS
DIVISION OF UNEMPLOYMENT ASSISTANCE**

Hearings Department

Telephone: (617) 727-6616

SUBPOENA DUCES TECUM

Hampshire, ss.

TO:

YOU ARE HEREBY REQUIRED, in the name of the Commonwealth of Massachusetts, Division of Unemployment Assistance, to attend and appear at an administrative hearing to be held at the office of the Division of Unemployment Assistance, Hearings Dept., [Address of Hearings Office]

on the XXth day of [Month], [Year] at [Time] o'clock in the morning_ and at any recessed or adjourned date, to testify and to give evidence of what you know relating to an unemployment compensation appeal by:

[Claimant's Name]

BRING WITH YOU all books, contracts, documents, payroll records, or other data bearing in any way upon the above-mentioned matters.

Your failure, without a sufficient excuse, to attend the hearing, may be brought to the attention of the Superior Court which may order you to attend and give testimony or be deemed guilty of a contempt of Court and liable for such penalties as are provided by law.

DATED AT Northampton the th day of [Month], A.D. [Year].

Appearance is on behalf of:

Notary Public

[Advocate's Name and Address]

My Commission Expires:_____

Appendices

TO: NOTARY OR JUSTICE OF THE PEACE

This is a form used by the Division of Unemployment Assistance for the issuance of Subpoenas for attendance of witnesses at hearings.

Notaries and justices of the peace are authorized by M.G.L. c. 30A, sec. 12 and by 801 CMR 1.02(10)(3) to issue such subpoenas upon request of a party to a hearing before the Division of Employment Security.

Your cooperation in the issuance of this subpoena is appreciated.

CERTIFICATE OF SERVICE

I, _____, being a person not interested in the outcome of this case, certify that on _____, 19_, at ___ a.m./p.m., I served this subpoena by delivering* it to _____ at _____ or by leaving it at _____ the place of business/abode of _____.

Signed under the pains and penalties of perjury this _____ day of _____, 19_.

Address

* Fill in whichever is appropriate.