



STATE OF MICHIGAN

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

MARLON I. BROWN, DPA
DIRECTOR

Request for Subpoena Form Michigan Office of Administrative Hearings and Rules

Petitioner(s)

v

MOAHR Docket No.

Respondent(s)

Request Date:

Requesting Party or Attorney:

Name	Telephone Number	E-Mail Address
Address		City, State, Zip
Preferred Method for MOAHR to Provide Subpoena to the Requesting Party <input type="checkbox"/> Mail <input type="checkbox"/> Emailed PDF		

Person/Entity Being Subpoenaed:

Name	Telephone Number	E-Mail Address
Address		City, State, Zip
Is the subpoena necessary for witness's employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Date of Hearing/Deposition	Time of Hearing/Deposition
Address, City and Zip Code	

Subpoena is for: hearing presence, deposition, or production/inspection of the following documents:

Relevancy of Testimony or Document(s) to be subpoenaed in this case:

Signature of Requesting Party/Attorney:

*By signing, I attest I have made reasonable, yet unsuccessful, attempts to obtain the presence of the party/witness/documents prior to this request.

SUBPOENA INFORMATION

A subpoena commands a party or witness to appear for the purpose of testifying at a hearing or to produce notes, records, documents, photographs, or other portable tangible things as specified. See MCR 2.506(A)(1).

A witness appearing pursuant to a subpoena must be paid the current witness fee of \$12.00 per day and \$6.00 per half-day and current mileage costs as set by the Michigan Department of Technology, Management and Budget for state officers engaged in the performance of state business for travel to and from the place of attendance, estimated from the residence of the witness if within the state and from the Michigan boundary line which the witness passed in traveling to attend court, if the witness is from out-of-state. See MCL 600.2552.

Filing the Subpoena Request Form:

For hearings related to **MDHHS Benefits, LARA Adult Foster Care Licensing, MiLEAP Day Care Licensing, Adoption/Guardianship Subsidy, Foster Care Licensing or Child Protective Services records expungement or amendment**: mail the Subpoena Request to P.O. Box 30639, Lansing, MI 48909 or fax the request to (517) 763-0155 or email it to MOAHR-BSD-Support@michigan.gov.

For hearings related to **Medicaid-covered Services, Office of Retirement Services, Civil Rights, Medicaid Provider, and Michigan Rehabilitative Services**: mail the Subpoena Request to P.O. Box 30763, Lansing MI 48909 or fax the request to (517) 763-0146 or email it to LARA-MOAHR-DCH@michigan.gov.

For hearings related to **Unemployment** hearings, email the request to MOAHRUA@michigan.gov, mail the request to MOAHR, Cadillac Place, 3026 W. Grand Blvd, Detroit, MI 48202 or fax the request to (517) 763-0138.

For hearings related to the **General Adjudication Division**, email the request to MOAHR-GA@michigan.gov, mail the request to P.O. Box 30695, Lansing, MI 48909, or fax the request to (517) 763-0148.

For all other hearing case types, consult the specific case type's rules governing subpoenas for further information.

Service of the Subpoena:

If a subpoena request is granted, MOAHR will provide the subpoena according to your preference listed in the Request. **You are responsible for having the subpoena(s) served on the witness or possessor of the documents.** The process server must complete the affidavit of service and the affidavit of service must be returned (i.e. filed with MOAHR) prior to the time of the hearing.

You are responsible for notifying persons subpoenaed of adjournment(s) and of new hearing date(s).