

REQUEST FOR ORDER FOR WITNESSES OR DOCUMENTS

CASE NAME: _____ v. _____

CS REF. No.: _____ HEARING DATE: _____

The undersigned, representing _____, hereby requests the issuance of (check appropriate boxes):

- An **Order to Appear** (order to a classified state employee to appear as witness).
- An **Order to Produce Documents** (order to a classified state employee to produce the documents listed below).
- An **Order to Appear and Produce Documents** (order to a classified state employee to appear as a witness and produce the documents listed below).
- A **Subpoena** (order to a person who is **not** a state classified employee to appear as a witness).
- A **Subpoena Duces Tecum** (order to a person who is **not** a state classified employee to produce documents).
- A **Subpoena Duces Tecum** (order to a person who is **not** a state classified employee to appear as a witness and produce the documents listed below).

Issue the Order or Subpoena in the name of:

Documents requested and date needed (if applicable):

The appearance or documents are requested for the following reasons:

Signature of Requestor

Date