



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
MICHIGAN OFFICE OF ADMINISTRATIVE HEARINGS AND RULES
SUZANNE SONNEBORN
EXECUTIVE DIRECTOR

MARLON I. BROWN, DPA
ACTING DIRECTOR

Petitioner(s)

v MOAHR Docket No. _____

Respondent(s) Request Date: _____

REQUEST FOR SUBPOENA

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 <input type="checkbox"/> In-Person Pickup | | |

Person/Entity Being Subpoenaed:

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

Date and Location of Hearing (or Deposition)

| | |
|----------------------------|----------------------------|
| Date of Hearing/Deposition | Time of Hearing/Deposition |
| Address, City | |

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/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 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 of \$.58/mile 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 600.2559.

Filing the Subpoena:

For hearings related to **DHHS, LARA Foster Care and Day Care Licensing, or ORS**: mail the Subpoena Request to P.O. Box 30639, Lansing, MI 48909 or fax the request to (517) 763-0146.

For hearings related to **Unemployment** hearings, mail the request to P.O. Box 30695, Lansing, MI 48909 or fax the request to (517) 763-0138.

For hearings related to the **General Adjudication Division**, mail the request to P.O. Box 30695, Lansing, MI 48909 or fax the request to (517) 335-7535.

For hearings related to the **Michigan Tax Tribunal**, mail the request to P.O. Box 30232, Lansing, MI 48909 or e-file the request using the Tribunal's e-filing system available at their website: www.michigan.gov/taxtrib.

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.** 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).