

**COMMONWEALTH OF MASSACHUSETTS
CIVIL SERVICE COMMISSION**

SUBPOENA

TO: _____

ADDRESS: _____

You are hereby commanded, in the name of the Commonwealth of Massachusetts, to appear before the Massachusetts Civil Service Commission on the date, time and location noted below and from day-to-day thereafter, until the case is concluded:

DATE AND TIME: _____

HEARING LOCATION: _____

to give evidence of what you know relating to the following matter pending before the Civil Service Commission:

NAME OF CASE: _____

DOCKET NUMBER: _____

and you are further required to bring with you the following documents:

Hereof fail not, as your failure to appear as required will subject you to such pains and penalties as the law provides.

SUBPOENA REQUESTED BY: _____

SUBPOENA AUTHORIZED BY:

DATE AUTHORIZED:

**This subpoena is not valid unless authorized by a member of the
Massachusetts Civil Service Commission.**

RETURN OF SERVICE

I, _____

certify that I this day summoned the within named:

to appear and give evidence at the Massachusetts Civil Service Commission as directed by the attached subpoena by delivering to:

(CIRCLE ONE) IN-HAND / LEAVING AT:

a copy of the subpoena together with any applicable fees for attendance and travel.

I further certify that I am not a party to the above entitled action and that I am not less than 18 years of age.

Signed under the pains and penalties of perjury this _____ day of _____, in the year _____

Signature

