



James J. Campbell
Commissioner

The Commonwealth of Massachusetts

Department of Industrial Accidents

*600 Washington Street
Boston, Mass. 02111*

CIRCULAR LETTER NO. 275

TO: All Interested Parties
FROM: James B. Hayes, DIA Keeper of the Records
RE: All DIA Keeper of the Records Depositions
DATE: April 14, 1994

Effective May 1, 1994 all DIA Keeper of the Records depositions will be held at a time or place set by the Department of Industrial Accidents. It is anticipated that the Department will set its main office at 600 Washington Street in Boston as the site of the deposition. The procedures for scheduling and conducting a deposition shall be as follows:

1. All parties seeking to hold a DIA Keeper of the Records deposition shall direct such a request to the attention of the office of the DIA Keeper of the Records.
2. The scheduling as to the time and place of the deposition shall be coordinated with a representative designated by the DIA Keeper of the Records.
3. The subpoena shall be served upon the Keeper of Records in accordance with applicable Massachusetts Rules of Civil Procedure and shall indicate the following:
 - a. the name, address and phone number of the requesting party; and
 - b. the name, address and phone number of all other parties to the case and proof of service upon each such party.
4. The party requesting the deposition will be required to provide the services of a stenographer.

5. The party requesting the making of copies must pay the DIA representative upon receipt of the documents. The department accepts no cash payments, all payments must be in the form of a check. The charge for the making of copies is as follows:

- a. individual documents: \$.20/side;
- b. certification: \$10/document;
- c. research charge as applicable.
- d. all checks must be payable to:

"Commonwealth of Massachusetts - DIA"

6. The transcribed testimony must be sent to the designated DIA representative by the requesting party within ten (10) days of the deposition.