**THE COMMONWEALTH OF MASSACHUSETTS  
DIVISION OF ADMINISTRATIVE LAW APPEALS**

***Subpoena for Testimony and/or Documents***

|  |  |
| --- | --- |
| To: |  |
|  | *(Name)* |
|  |  |
|  | *(Address)* |

**YOU ARE HEREBY REQUIRED**, in the name of the Commonwealth of Massachusetts, to appear before the Division of Administrative Law Appeals, 14 Summer Street, Malden, Massachusetts 02148.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| On: |  |  | At: |  |
|  | *(Month, day, year)* |  |  | *(Time)* |

In connection with the following proceeding:

|  |  |  |
| --- | --- | --- |
|  | , Petitioner, | Docket No.: |
| v. |  |  |
|  | , Respondent. |  |

You will there be required to *(check one or both)*:

❒ Testify

❒ Deliver the following documents or other physical evidence:

|  |
| --- |
|  |
|  |
|  |

You may agree with the requesting party named below to deliver documents or other physical evidence (but not testimony) at a different time and place.

***If you do not obey this subpoena, enforcement proceedings may be initiated against you in the Superior Court.*** If the subpoena is unreasonable or unfair, you may ask the Division of Administrative Law Appeals to cancel or modify it. Such a request may be filed in accordance with the instructions at <https://www.mass.gov/how-to/file-an-appeal-with-the-division-of-administrative-law-appeals-dala>.

This subpoena was issued at the request of the following party:

|  |
| --- |
|  |
| *(Name)* |
|  |
| *(Address)* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Issued on: |  |  | Division of Administrative Law Appeals | |
|  | *(Month, day, year)* |  |  |  |
|  |  |  | *(Signature)* | |
|  |  |  |  |  |
|  |  |  | *(Name)* | |
|  |  |  | Administrative Magistrate | |