

**COMMONWEALTH OF MASSACHUSETTS  
CIVIL SERVICE COMMISSION**

**Subpoena to Give Testimony via VideoConference**

**TO:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

You are hereby commanded, in the name of the Commonwealth of Massachusetts, to give testimony via videoconference before the Massachusetts Civil Service Commission on the date, time and location noted below and from day-to-day thereafter:

**DATE AND TIME:** \_\_\_\_\_

**HEARING LOCATION:** Via Videoconference (see attached instructions)

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 provide 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

## INSTRUCTIONS TO PARTICIPATE VIA VIDEOCONFERENCE

1. Contact CSC Office Manager Medes Diaz at (617) 979-1906 or via email at [medes.diaz@mass.gov](mailto:medes.diaz@mass.gov).
2. Provide Ms. Diaz with your contact information, including your phone number and email address.
3. Once CSC receives your email address, you will receive a "WebEx Email Invitation" that you should "accept".
4. On the day of the hearing, you will use the link in this email to "join" the hearing to provide your testimony.
5. If you have not previously provided testimony to the Civil Service Commission via videoconference, please contact Ms. Diaz and request assistance, including a "test videoconference call". This should be done several days prior to the hearing, if possible.