

**SAMPLE . . . . . SUBPOENA FOR WITNESS. . . . . SAMPLE**

\_\_\_\_\_(insert jurisdiction name)\_\_\_\_ Civil Service Board

\_\_\_\_\_(insert city)\_\_\_\_, LA

Subpoena No. \_\_\_\_\_

\_\_\_\_\_ (Appellant)

**Versus**

\_\_\_\_\_

The (insert jurisdiction name) Civil Service Board for the city of (insert city name), Louisiana to (insert name):

**YOU ARE HEREBY COMMANDED** to appear before this said board at a hearing to be held before it at: \_\_\_\_\_(insert place)\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, at \_\_\_\_\_ o'clock, or on any other day which this hearing may be continued, to testify the truth, according to your knowledge, in the controversy pending herein between the parties above named; and hereof you are not to fail under penalty of the law.

**BY ORDER OF THE \_\_\_\_\_(insert jurisdiction)\_\_\_\_\_ CIVIL SERVICE BOARD:**

\_\_\_\_\_  
(insert date)

\_\_\_\_\_  
(insert name of chairman of the civil service board)

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**(DETACH HERE AND RETURN)**

Received the within "Subpoena for Witness", No. \_\_\_\_\_, and on the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ served the same on \_\_\_\_\_ in person, or made service on him in the following manner.

(Signature of Officer) \_\_\_\_\_