



MUNICIPAL CIVIL SERVICE COMMISSION
CITY OF AUSTIN
 505 Barton Springs Road, Suite 600 | Austin, TX 78704
 PO Box 1088 | Austin, TX 78767
 Mark Washington, Municipal Civil Service Director
 (512) 974-3400
municipalcivilservice.hrd@austintexas.gov

MCSC Case No.

Date Request Received:

REQUEST FOR SUBPOENA
 (Non-Sworn Employees)

EMPLOYEE NAME:	_____	DEPARTMENT NAME:	_____
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This request must be received by the Municipal Civil Service Office located at the address above by 5:00 p.m. fifteen (15) business days prior to the Appeal hearing.

REQUESTOR:	_____
DATE OF HEARING:	_____
TIME OF HEARING:	_____
LOCATION OF HEARING:	_____
TYPE OF APPEAL:	_____

WITNESSES FOR SUBPOENA

NAME	DEPT	PHONE NO.	MAILING ADDRESS	EMAIL ADDRESS

* Use additional lines on the back if necessary.

DOCUMENTS FOR SUBPOENA

If requesting documents through the subpoena process, indicate where the other party should provide the documents. List requested documents in the section on the back of this form.

Name of Person receiving documents:	_____
Address (email or physical):	_____

SIGNATURE

Signature of Employee, Employee Representative, Department Head or Designee

Date

WITNESSES FOR SUBPOENA, CONTINUED

NAME	DEPT	PHONE NO.	MAILING ADDRESS	EMAIL ADDRESS

DOCUMENTS FOR SUBPOENA

DOCUMENT REQUESTED

Contact the Municipal Civil Service Office if you have any questions.