



OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS
Trials Division



**SUBPOENA
DUCES TECUM**

OATH Index No. _____

In the Matter of

_____,
Petitioner(s),

- against -

_____,
Respondent(s).

TO:

WE COMMAND YOU, that all business and excuses being laid aside, you produce the following books, papers, records and data:

by delivering the originals or certified copies of the originals, no later than _____, 20_____, to the party who requested issuance of this subpoena, and whose name, address and telephone number appear on the reverse side of this subpoena.

Failure to produce the above-described items will subject you to all the penalties provided for by section 2308(b) of the Civil Practice Law and Rules.

This subpoena is issued pursuant to section 2302(a) of the Civil Practice Law and Rules, sections 1046(c)(1) and 1049(3)(c) of the New York City Charter, and section(s)

_____.



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Pursuant to section 1-43 of title 48 of the Rules of the City of New York, all inquiries about this subpoena should be directed to the party who requested issuance of the subpoena, whose name, address and telephone number appear below. In the event of a dispute concerning this subpoena, informal resolution shall be attempted with the party who requested issuance of the subpoena. If the dispute is not thus resolved, a motion to quash, modify or enforce the subpoena shall be made to the undersigned administrative law judge.

PARTY REQUESTING ISSUANCE OF THIS SUBPOENA

(include name of requesting attorney or party, address and telephone and fax numbers):

SO ORDERED

Administrative Law Judge
New York, New York

Dated: _____