



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: | _____ |
|-----------------------|-------|-------------------------|-------|

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 |
|------|------|-----------|-----------------|---------------|
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* 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 |
|-------------|-------------|------------------|------------------------|----------------------|
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DOCUMENTS FOR SUBPOENA

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