

**JEFFERSON PARISH PERSONNEL BOARD  
STATE OF LOUISIANA**

Docket Number \_\_\_\_\_

\_\_\_\_\_

VERSUS

Department of \_\_\_\_\_

**SUBPOENA REQUEST**

**Witness Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
(If it is a current Parish employee, the department address is sufficient)

**Reason for** \_\_\_\_\_

**Testimony:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CLERK** – Please issue a subpoena to the above party as directed below.

\_\_\_\_\_ **YOU ARE COMMANDED** to appear in the Jefferson Parish Personnel Board Room 204, Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson, LA on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ o'clock \_\_.m., to testify the truth according to your knowledge, in a controversy pending herein between the parties above named; and hereof you are not to fail under the penalty of the law. By order of the Board.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
JOHN DUMAS  
PERSONNEL DIRECTOR/CLERK

Issued at the request of:

EMPLOYEE OR ATTORNEY \_\_\_\_\_

Signature

ATTORNEY'S NAME \_\_\_\_\_

BAR NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

Request for subpoenas must be received at least seven (7) work days prior to the date established for the hearing.

**JEFFERSON PARISH PERSONNEL BOARD  
STATE OF LOUISIANA**

Docket Number \_\_\_\_\_

\_\_\_\_\_

VERSUS

Department of \_\_\_\_\_

**SUBPOENA DUCES TECUM REQUEST**

**Custodian:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reason for** \_\_\_\_\_

**Request:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLERK** – Please issue a subpoena duces tecum to the above party as directed below.

**REQUEST FOR WRIT OF SUBPOENA DUCES TECUM**

\_\_\_\_\_ **YOU ARE COMMANDED** to produce and permit inspection and copying of the following documents or objects for the hearing at the place, date and time specified below (list documents or objects) pursuant to the provisions of Article 1354 et. Seq. of the LA Code of Civil Procedure, Jefferson Parish Personnel Rules, Jefferson Parish Rules of Appeal.

Date and time for inspection: \_\_\_\_\_. Location: \_\_\_\_\_.

All other due within 10 days of receipt.

Issued this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JOHN DUMAS  
PERSONNEL DIRECTOR/CLERK

Issued at the request of:

EMPLOYEE OR ATTORNEY \_\_\_\_\_

Signature

ATTORNEY'S NAME \_\_\_\_\_

BAR NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

Request for subpoenas duces tecum must be received at least seven (7) work days prior to the date established for the hearing.