

Subpoena Proof of Service

Use this form to provide proof that the subpoena has been served on the witness subpoenaed to appear at your administrative hearing. Your proof of service must be submitted after the subpoena has been served.

Scan and email the completed Proof of Service to the law judge who issued the subpoena to hearings@dol.wa.gov.

Petitioner information

Petitioner's name _____ Driver license number _____

Date of hearing _____ Law Judge's name _____

Method of service

Select which way you are providing the subpoena. Service by certified mail must be pre-approved by a Law Judge.

Personal service

I served this Subpoena by personally
delivering it to:

Person served name

Address where served

Date of delivery _____

Time of delivery _____

Additional information regarding attempted service,
etc.

Certified mail

I served this Subpoena by Certified Mail with US
postage paid to:

Addressee name

Address mailed to

Date served _____

Attach a copy of the certified receipt of delivery.

Additional information regarding attempted service,
etc.

Certification

I declare under penalty of perjury that the foregoing Proof of Service and attachments are true and correct.

TYPE or PRINT Name

X

Petitioner's signature

Date (mm / dd / yyyy) signed

Place (city or county) signed