GOVERNMENT OF THE DISTRICT OF COLUMBIA
COMMISSION ON HUMAN RIGHTS

SUBPOENA TO APPEAR

_____
Complainant,

v.

DOCKET NUMBER: _____

_____
Respondent.

TO:

☐ **YOU ARE COMMANDED to appear before the District of Columbia Commission on Human Rights at 441 4th Street, NW, Suite 450N (The Office of Administrative Hearings), Washington, D.C. 20001 on the following date and time as a witness for:** _____

DATE:	**TIME:**

☐ **YOU ARE COMMANDED** to bring with you **the following documents:** (list documents below):

Requesting Party:

Name	**Phone**	**Email**

THIS SUBPOENA is issued under the authority of the D.C. Human Rights Act of 1977, D.C. Code § 2-1403.01 and 4 DCMR § 418. FAILURE TO OBEY this subpoena may result in compulsion of obedience by the Superior Court of the District of Columbia, or institution of contempt proceedings.

WITNESS, the Honorable Chief Judge of the Superior Court of the District of Columbia, this _____ day of _____,

By _____
Acting Chair Isabelle Vladoiu
D.C. Commission on Human Rights

COMMISSION ON HUMAN RIGHTS
DISTRICT OF COLUMBIA

DOCKET NO: _____

CERTIFICATE OF SERVICE

Served	**Date**	**Time**	**Place**

Served on (Print Name)	**Title**

MANNER OF SERVICE (attach the return receipt if service was made by registered or certified mail).

I served the subpoena by delivering a copy to the named person as follows:

_____ _____

Signature of Server **Date**

DISTRICT OF COLUMBIA
COMMISSION ON HUMAN RIGHTS

441 Fourth Street, NW, Suite 290N
Washington, DC 20001-2714
TEL: (202) 727-0656 FAX: (202) 727-3781 Commission.COHR@dc.gov

DUTIES IN RESPONDING TO A SUBPOENA.

(1) **Command to Produce Materials.** A person commanded to produce documents, electronically stored information, or tangible things, need not appear in person at the place of production unless also commanded to appear for deposition, hearing or trial.

(2) **Quashing or modifying a subpoena.** On a timely motion, the court may quash or modify a subpoena that, among other things: (i) fails to allow reasonable time to comply; (ii) requires disclosure of privileged or other protected matter; or (iii) subjects a person to undue burden. **Motions to quash or modify a subpoena must be filed with the Commission on Human Rights, 441 4th Street, NW, Suite 290N, Washington, DC, 20001 or by email at Commission.COHR@dc.gov.**

(3) **Producing Documents or Electronically Stored Information**. These procedures apply to producing documents or electronically stored information:

(A) **Documents.** A person responding to a subpoena to produce documents must produce them as they are kept in the ordinary course of business or must organize and label them to correspond to the categories in the demand.

(B) **Form for Producing Electronically Stored Information Not Specified**. If a subpoena does not specify a form for producing electronically stored information, the person responding must produce it in a form or forms in which it is ordinarily maintained or in a reasonably usable form or forms.

(C) **Electronically Stored Information Produced in Only One Form.** The person responding need not produce the same electronically stored information in more than one form.

(D) **Inaccessible Electronically Stored Information**. The person responding need not provide discovery of electronically stored information from sources that the person identifies as not reasonably accessible because of undue burden or cost. On motion to compel discovery or for a protective order, the person responding must show that the information is not reasonably accessible because of undue burden or cost. If that showing is made, the court may nonetheless order discovery from such sources if the requesting party shows good cause.

(4) **Claiming Privilege or Protection**.

(A) **Information Withheld**. A person withholding subpoenaed information under a claim that it is privileged or subject to protection as trial-preparation materials must: (i) expressly make the claim; and (ii) describe the nature of the withheld documents, communications, or tangible things in a manner that, without revealing information itself privileged or protected, will enable the parties to assess the claim.

(B) **Information Produced**. If information produced in response to a subpoena is subject to a claim of privilege or of protection as trial-preparation material, the person making the claim may notify any party that received the information of the claim and the basis for it. After being notified, a party must promptly return, sequester, or destroy the specified information and any copies it has; must not use or disclose the information until the claim is resolved; must take reasonable steps to retrieve the information if the party disclosed it before being notified; and may promptly present the information under seal to the court for a determination of the claim. The person who produced the information must preserve the information until the claim is resolved.