

NORTH CAROLINA

BOARD OF EDUCATION

COUNTY

**HEARING OFFICER SUBPOENA  
(G.S. § 115C-325(j)(6))**

IN THE MATTER OF:

- To appear in person
- To produce document or object

Party Requesting Subpoena:

- Petitioner
- Respondent
- Other (Specify)

TO:

NOTE: A single subpoena may be used on as many as three individuals provided all are served at the same address.)

Name of Second Person Being Served

Alternate Address

Name of Third Person Being Served

City/State/Zip/Telephone

City/State/Zip/Telephone

PURSUANT TO G.S. § 115C-296(d), YOU ARE COMMANDED TO: (Check all that apply)

- Appear and testify in the above-entitled proceeding at the place, date, and time indicated below.  
 Produce the following items at the place, date, and time indicated below:

Name and Location of Proceeding:	Name of Individual Requesting Subpoena:
	Title:
Date and Time to Appear/Produce:	Street/PO Box
Date:	City/State/ZIP:
Signature of Hearing Officer or Attorney for Party	Telephone Number
	RETURN OF SERVICE RETURNED TO PARTY NAMED ABOVE

**RETURN OF SERVICE**

I certify that this Subpoena was received and served as follows:

**Date Received:**

**For the First Person Named On Page One:**

\_\_\_ by delivering a copy of this Subpoena to the first person named

\_\_\_ by telephone communication with the first person named (use only with subpoena to appear and testify)

\_\_\_ this Subpoena WAS NOT served for the following reasons:

\_\_\_ by registered or certified mail, return receipt requested and attached, on the first person named

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Service Fee    \_\_\_ Paid    Date Served  
                  \_\_\_ Due

Signature of Authorized Server

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**For the Second Person Named On Page One:**

\_\_\_ by delivering a copy of this Subpoena to the second person named

\_\_\_ by telephone communication with the second person named (use only with subpoena to appear and testify)

\_\_\_ this Subpoena WAS NOT served for the following reasons:

\_\_\_ by registered or certified mail, return receipt requested and attached, on the second person named

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Service Fee    \_\_\_ Paid    Date Served  
                  \_\_\_ Due

Signature of Authorized Server

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**For the Third Person Named On Page One:**

\_\_\_ by delivering a copy of this Subpoena to the third person named

\_\_\_ by telephone communication with the third person named (use only with subpoena to appear and testify)

\_\_\_ this Subpoena WAS NOT served for the following reasons:

\_\_\_ by registered or certified mail, return receipt requested and attached, on the third person named

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Service Fee    \_\_\_ Paid    Date Served  
                  \_\_\_ Due

Signature of Authorized Server

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