



North Carolina Department of Commerce
Division of Employment Security
Unemployment Insurance



This is a sample of a subpoena request that commands you to appear for a hearing either by telephone or in-person. Instructions for participation will be included in the subpoena.

IN THE MATTER OF:

Docket No. **ACB1234**

Claimant

AND

EMPLOYER

SUBPOENA

TO **NAME**
:
TITLE

GREETINGS:

Address
CITY, STATE, ZIP

SSN

YOU ARE HEREBY COMMANDED to be available to participate in a *<teleconference/in-person>hearing* on the _____ day of **MONTH, YEAR** at **XXXX Eastern Daylight Saving Time** to *testify* in the above-entitled matter.

This subpoena is issued upon application of the Division of Employment Security of North Carolina (N.C.G.S. 96-4[h] and [i]) and upon the request of **NAME**. This subpoena remains in effect until the hearing is completed. The requesting party, **NAME**, must inform the witness if the scheduled date is changed for any reason.

Issued this the **XXth** day of **MONTH, YEAR**

DIVISION OF EMPLOYMENT SECURITY

BY

Appeals Referee or Authorized
Representative