

# Witness Subpoena



## Quick Start Guide

In Order to Subpoena a Witness into a Claim, the Witness Subpoena Request must be submitted. This process can be found under Start New Action> Hearings> Subpoenas, in Order to begin this process your Claim must already be set for hearing.

1 Search for the Claim and Click Create.

The screenshot shows the 'Start New Action' search interface. At the top, there is a red message: 'This process is intended to subpoena a witness.' Below this, there are 'Reset' and 'Search' buttons, and a 'Claim Number' field with 'W201300' entered. A 'Results' table is displayed with columns: Select, Claim Number, Claimant, Accident/OD Date, and Claimant Attorney. One result is shown: W201300, John Beaver, 02/01/2023. Below the table, it says 'Please wait until claim is loaded.' and a 'Create' button is visible at the bottom.

2 Enter the Witness Information and any Justification in the spaces provided. Selecting "Refer Questions to Someone Else" will include a copy for the other name and address listed.

The screenshot shows the 'Witness Subpoena - Submit Request' form. It includes a 'Request' section with a note: 'Note: Once the form is submitted, your subpoena document will be displayed in the Claim Documents tab.' The form fields are: Witness Name (John), Witness Address (empty), Justification (empty), Hearing Date (empty), Hearing Location (Maryland Workers' Compensation Commission, Baltimore Location), Hearing Address (10 East Baltimore Street, 4th Floor Baltimore MD 21202), Refer Questions to Someone Else (radio buttons for Yes and No, with Yes selected), Name (empty), Address (empty), Phone (empty), and Email (empty). There is an 'Attachments' section with a 'No files uploaded' message and a document icon. Below the form is a 'Certifications and Signature' section with two checkboxes: 'I HEREBY CERTIFY that on February 20, 2025, that service of the foregoing was made in accordance with COMAR 14.09.01.03.' and 'By checking this box, I affirm this is the electronic signature of the submitter for all purposes under the Maryland Workers' Compensation Law, Title 9 of the Labor & Employment Article of the Annotated Code of Maryland and the Maryland Uniform Electronic Transactions Act, Title 21 of the Commercial Law Article of the Annotated Code of Maryland.'

3 Sign and Certify your submission before submitting. After submitting click the Subpoena link to view the subpoena document.

[View Subpoena Document H-08](#)