
SUBPOENA REQUEST PROCESS

COMAR 14.09.03.05

A subpoena is required to compel the person to whom it is directed to attend, to give testimony and/or produce designated documents or tangible items at a Commission proceeding or at a deposition held pursuant to Labor and Employment Article, §9-719(b), Annotated Code of Maryland.

At the request of a party to a claim on which issues are currently pending, the Commission shall issue a subpoena for relevant documentation to be produced at the office of the requesting party with the exception of DLLR records and distributed to all parties to the claim in accordance with COMAR 14.09.03.05(G).

The Commission shall provide a blank form of the subpoena, which shall be filled in by the requester and returned to the Commission clerk to be signed and sealed before service.

Helpful Tips:

Every subpoena seeking the production of medical records must comply with Md. Code, Health-General 4-306 by providing the claimant thirty (30) days from the date of service of the notice required by 4-306 to object to the production of medical records.

Within 30 days of the date that the Notice of Intent to Subpoena Medical Records required by 4-306 was mailed, a person in interest may oppose the disclosure of his or her medical records by: filing the Objection to Subpoena of Medical Records form with the Commission; and sending a copy of the Objection form to all parties in accordance with COMAR 14.09.01.03B(3)(d).

All requests for records from the MD Department of Labor must be sent to the Workers' Compensation Commission Baltimore Office, located at 10 E. Baltimore Street, Baltimore, MD 21202, to be held until the hearing date.

If issues are pending, all other records-only subpoenas may require the records to be sent to the requester's office or to the WCC Baltimore location. No other WCC addresses may be used as the regional hearing sites do not receive mail.

The subpoena must list the date, time, and place where attendance and/or documents are required.

The date where attendance and/or records are required must not exceed the WCC hearing date with the exception of medical records.