

**Service of Subpoenas on the Workers' Compensation Board During the Coronavirus Shutdown**

Subject Number 046-717 (2014), entitled "Service of Subpoenas," provides that personal service of a subpoena (for records and/or testimony) on the Board may be effectuated by (1) personally delivering said process to the Secretary to the Board, as designee of the Chair, or (2) mailing the subpoena to the Chair (in an envelope bearing the legend "URGENT LEGAL MAIL") by certified mail return receipt requested and by delivering the subpoena to an assistant attorney general at an office of the Attorney General, or to the Attorney General within the state.

Based on the closure of State Offices in response to the novel coronavirus outbreak, personal service of a subpoena on a representative of the Board's Office of the Secretary (and the Offices of the Attorney General) is not practical.

As such, the Board will accept service of subpoenas at this time only by mail, addressed to: NYS WCB, Office of the Secretary, Room 324, 328 State Street, Schenectady, New York 12305.

Any questions regarding this directive can be addressed by calling the Board's Office of the Secretary at (518) 402-6070, or by sending an email to [OfficeofSecretary@wcb.ny.gov](mailto:OfficeofSecretary@wcb.ny.gov).