

STATE OF OREGON
EMPLOYMENT RELATIONS BOARD

Case No. [CASE NUMBER]

[COMPLAINANT'S / APPELLANT'S /
PETITIONER'S NAME],)
)
)
 [Party Title],)
)
 v.)
)
 [RESPONDENT'S NAME],)
)
 Respondent.)
 _____)

SUBPOENA TO PERMIT INSPECTION OR
PRODUCE MATERIALS AT HEARING

To: [WITNESS NAME]

IN THE NAME OF THE STATE OF OREGON, you are commanded to provide the items specified below to [NAME], representative of [PARTY DESIGNATION], on [HEARING DATE], at [APPEARANCE TIME] [a.m. OR p.m.] in the Hearing Room of the Employment Relations Board, Old Garfield School Building, 528 Cottage Street NE, Salem, Oregon **[OR INSERT OTHER HEARING LOCATION]**. The following items are to be provided:

[LIST DOCUMENTS TO BE PROVIDED]



EMPLOYMENT RELATIONS BOARD

By _____
[ALJ NAME]
Administrative Law Judge

Date _____

Name, address, and telephone number of individual requesting or issuing this subpoena:

[NAME]
[PARTY DESIGNATION], *Pro Se*
[ADDRESS AND PHONE NUMBER]

ORCP 55

D Service; service on law enforcement agency; service by mail; proof of service.

D(1) Service. Except as provided in subsection (2) of this section, a subpoena may be served by the party or any other person 18 years of age or older. The service shall be made by delivering a copy to the witness personally and giving or offering to the witness at the same time the fees to which the witness is entitled for travel to and from the place designated and, whether or not personal attendance is required, one day's attendance fees. If the witness is under 14 years of age, the subpoena may be served by delivering a copy to the witness or to the witness's parent, guardian or guardian ad litem. The service must be made so as to allow the witness a reasonable time for preparation and travel to the place of attendance. A subpoena for taking of a deposition, served upon an organization as provided in Rule 39 C(6), shall be served in the same manner as provided for service of summons in Rule 7 D(3)(b)(i), D(3)(c)(i), D(3)(d)(i), D(3)(e), D(3)(f), or D(3)(h). Copies of each subpoena commanding production of books, papers, documents or tangible things and inspection thereof before trial, not accompanied by command to appear at trial or hearing or at deposition, whether the subpoena is served personally or by mail, shall be served on each party at least seven days before the subpoena is served on the person required to produce and permit inspection, unless the court orders a shorter period. In addition, a subpoena shall not require production less than 14 days from the date of service upon the person required to **produce and permit inspection, unless the court orders a shorter period.**

D(3) Service by mail.

Under the following circumstances, service of a subpoena to a witness by mail shall be of the same legal force and effect as personal service otherwise authorized by this section:

D(3)(a) The attorney certifies in connection with or upon the return of service that the attorney, or the attorney's agent, has had personal or telephone contact with the witness, and the witness indicated a willingness to appear at trial if subpoenaed;

D(3)(b) The attorney, or the attorney's agent, made arrangements for payment to the witness of fees and mileage satisfactory to the witness; and

D(3)(c) The subpoena was mailed to the witness more than 10 days before trial by certified mail or some other designation of mail that provides a receipt for the mail signed by the recipient, and the attorney received a return receipt signed by the witness more than three days **prior to trial.**

44.415 Fees and mileage of witnesses. (1) Except as provided in subsection (2) of this section, a person is entitled to receive \$30 for each day's attendance as a witness and mileage reimbursement at the rate of 25 cents a mile if the person is required to travel from a place within or outside this state in order to perform duties as a witness. Total mileage reimbursement shall not exceed the necessary cost of transportation on reasonably available common carriers.

(2) In any criminal proceeding, any proceeding prosecuted by a public body or any proceeding where a public body is a party, a person is entitled to receive \$5 for each day's attendance as a witness and mileage reimbursement at the rate of eight cents a mile if the person is required to travel from a place within or outside this state in order to perform duties as a witness. Total mileage reimbursement shall not exceed the necessary cost of transportation on reasonably available common carriers.

183.440 Subpoenas in contested cases. (1) An agency may issue subpoenas on its own motion in a contested case. In addition, an agency or hearing officer in a contested case may issue subpoenas upon the request of a party to a contested case upon a showing of general relevance and reasonable scope of the evidence sought. A party entitled to have witnesses on behalf of the party may have subpoenas issued by an attorney of record of the party, subscribed by the signature of the attorney. Witnesses appearing pursuant to subpoena, other than the parties or officers or employees of the agency, shall receive fees and mileage as prescribed by law for witnesses in ORS 44.415 (2).