



STATE OF HAWAII
HAWAII LABOR RELATIONS BOARD
Princess Keelikolani Building, 830 Punchbowl Street, Room 434, Honolulu, Hawaii 96813
INSTRUCTION SHEET FOR HLRB-15 SUBPOENA

Instructions

Please completely fill out the HLRB-14 APPLICATION FOR ISSUANCE OF SUBPOENA(S)/SUBPOENA(S) DUCES TECUM (APPLICATION) and the HLRB-15 SUBPOENA.

Type the name, address, and telephone number of the applicant in the top left corner of the Subpoena.

File the APPLICATION and HLRB-15 SUBPOENA, by U.S. Mail, in person, or through electronic filing with the Hawaii Labor Relations Board, Princess Keelikolani Building, 830 Punchbowl Street, Room 434, Honolulu, Hawaii 96813.

YOU ARE HEREBY REQUIRED AND DIRECTED TO APPEAR before the Hawaii Labor Relations Board, at _____ on the _____ day of _____ 20____, at _____ o'clock _____m., to testify on behalf of _____ in the above-entitled matter.

Hereof fail not under the penalty prescribed by law.

Issued at _____ this _____ day of _____, 20_____

(Chair/Board Member)

NOTICE TO WITNESS. Witness fees for attendance and travel under this subpoena are payable by the party at whose request the witness is subpoenaed. A witness appearing at the request of an officer of the Hawaii Labor Relations Board shall submit this subpoena and voucher when claiming reimbursement.

RETURN OF SERVICE

I hereby certify that I served a copy of the subpoena on the person named herein on _____
(Month, Day and Year)

(Name of Person Making Service)

(Official Title, if any)

I certify that the person named herein was in attendance as a witness at _____
_____ on _____
(Month, Day, Year)

(Name of Person Certifying)

(Official Title)