



STATE OF HAWAII
HAWAII LABOR RELATIONS BOARD
Princess Keelikolani Building, 830 Punchbowl Street, Room 434, Honolulu, Hawaii 96813
INSTRUCTION SHEET FOR HLRB-16 SUBPOENA DUCES TECUM

Instructions

Please completely fill out the HLRB-14 APPLICATION FOR ISSUANCE OF SUBPOENA(S)/SUBPOENA(S) DUCES TECUM (APPLICATION) and the HLRB-16 SUBPOENA DUCES TECUM.

Type the name, address, and telephone number of the applicant in the top left corner of the SUBPOENA DUCES TECUM.

File the original and five copies of the APPLICATION and four copies of the HLRB-16 SUBPOENA DUCES TECUM, by U.S. Mail or in person, 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.

And YOU ARE HEREBY REQUIRED to bring with you and produce at said time and place the following books, records, correspondence and documents:

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)