



UNITED STATES
CIVILIAN BOARD OF CONTRACT APPEALS

SUBPOENA TO PROVIDE TESTIMONY OR PRODUCE DOCUMENTS

CBCA No.:

Appellant:

v.

Respondent:

To:

(name and contact information of person being served with subpoena)

This subpoena is issued at the request of: Appellant Respondent

Testimony. **YOU ARE ORDERED** to appear at the place, date, and time below to testify by
DEPOSITION *or* at a HEARING. **(select one)**

Place:

Date and time:

Production. **YOU ARE ORDERED** to produce at the place, date, and time below the following
documents, electronically stored information, or objects, for inspection, copying,
testing, or sampling:

Place:

Date and time:

The requesting party will or will not advance the reasonable costs of production.

Representative of requesting party:

Signed for the CBCA:

_____	(Signature)	_____
	(Name)	(Name)
	(Firm/Agency)	Board Judge
	(Address)	
	(City, State, Zip)	
	(Email)	
	(Phone)	(Date)

Proof of Service

This subpoena for *(name of individual and title, if any)*
was received by me on *(date)* .

I personally served the subpoena on the individual at *(place)*
on *(date)* ; or

I left the subpoena at the individual's residence or usual place of abode with
(name) , a person of suitable age and
discretion who resides there, on *(date)* , and mailed a copy to the
individual's last known address; or

I served the subpoena on *(name of individual)*
who is designated by law to accept service of process on behalf of *(name of organization)*
on *(date)* ; or

I returned the subpoena unexecuted because ; or

Other *(specify)*:

Unless the subpoena was issued on behalf of the United States, or one of its officers or agents, I have
also tendered to the witness fees for one day's attendance, and the mileage allowed by law, in the
amount of \$.

My fees are \$ for travel and \$ for
services, for a total of \$.

I declare under penalty of perjury that this information is true.

Date:

Server's signature

Printed name and title

Server's address