

**IN ARBITRATION PROCEEDINGS BEFORE**  
[NAME]

In the Matter of a Controversy Between )  
 )  
[NAME OF PETITIONING UNION], )  
Union, )  
and )  
[NAME OF RESPONDING EMPLOYER], )  
Employer, )  
RE: [Grievance title]. )  
\_\_\_\_\_ )

**SUBPOENA**

TO:

REQUEST having been made by [party], YOU ARE HEREBY SUMMONED to appear before the undersigned arbitrator on [date], at [time] at [address], [telephone number], to give evidence in the above proceeding and to remain in attendance until you are discharged.

CONTACT the representative requesting this subpoena (see below) before the time at which you are required to appear if you have any questions about your obligations under this subpoena, such as the time or date for you to appear, or your right to witness fees.

DATED: \_\_\_\_\_

\_\_\_\_\_  
[Name], Arbitrator

Representative of party requesting subpoena:

Name: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_

**Note:** ORS 243.706 (8) states in pertinent part: “Witnesses appearing pursuant to subpoena, other than parties or officers or employees of the public employer, shall receive fees and mileage as prescribed by law for witnesses in ORS 44.415 (2).”

ORS 44.415 (2) and (3) provide in pertinent part:

“(2) In \* \* \* 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.

(3) As used in this section, “public body” means any state, city, county, school district, other political subdivision, municipal corporation, public corporation and any instrumentality thereof.”