

# Board of Contract Appeals

General Services Administration  
Washington, D.C. 20405

## SUBPOENA

OMB APPROVAL NO.  
3090-0221

GSBCA \_\_\_\_\_

Contract/Solicitation No. \_\_\_\_\_

TO: \_\_\_\_\_

YOU ARE HEREBY COMMANDED to appear at \_\_\_\_\_ (Room Number) \_\_\_\_\_ (Building)

\_\_\_\_\_ (Street Number) \_\_\_\_\_ (City) \_\_\_\_\_ (State)

at \_\_\_\_\_ o'clock \_\_\_\_\_ .m., on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_,

to testify at a (deposition/hearing) in this case; and to bring with you <sup>1</sup> \_\_\_\_\_

and to stay there until given permission to leave. This subpoena is issued at the request of (Appellant/Petitioner/Applicant/Respondent).

Your appearance as ordered by this subpoena will entitle you to receive the fees and mileage provided by 28 U.S.C. § 1821 or other applicable law.

<sup>1</sup> Strike the words "and bring with you" unless the subpoena is to require the production of documents or tangible things, in which case the documents and things should be designated in the blank space provided for that purpose. If testimony by an organization representative or designee is requested, describe with reasonable particularity the matters on which examination is requested.

Upon written request to this Board by you or by a party to this case, which request should be made within 10 days after service but in any event no later than the time specified in the subpoena for attendance, the Board may (i) quash or modify the subpoena if it is unreasonable and oppressive or for other good cause shown, or (ii) require the party in whose behalf the subpoena was issued to advance the reasonable cost of producing subpoenaed books, papers, documents, or tangible things.

_____	_____
(Board Judge)	(Date)
_____	_____
(Representative for Appellant/Petitioner/Applicant)	(Representative for Respondent)
_____	_____
(Address)	(Address)
_____	_____
_____	_____
_____	_____
(Telephone Number)	(Telephone Number)
_____	_____
(Date)	(Date)

**RETURN ON SERVICE**

Summoned the above-named witness by delivering a copy to h\_\_\_ and tendering to h\_\_\_ the fees for one days attendance and mileage allowed by law, on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_.

Subscribed and sworn to before me, a \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_

**NOTE: Affidavit not required if service is made by U.S. Marshall or Deputy. Service may also be made by any other person who is not a party and is not less than 18 years of age. Service shall be made by personally delivering a copy to the person named and tendering the fees for one day's attendance and the mileage allowed by law; however, where the subpoena is issued on behalf of the Government, money payments need not be tendered in advance of attendance.**