

Subpoenaing Party/Representative: Charging Party Respondent

Name: _____

Organization: _____

Address: _____

Telephone: _____ E-mail: _____



**STATE OF CALIFORNIA
PUBLIC EMPLOYMENT RELATIONS BOARD**

Case Number(s): _____

v.

Charging Party,

Respondent(s).

RECORDS SUBPOENA

(Documents, electronic information, and audio/video, etc.)

FROM: THE PEOPLE OF THE STATE OF CALIFORNIA

TO (person or custodian of records of entity whose records are subpoenaed):

Records to be produced (description may be included in an attachment).

(This records subpoena must be accompanied by a declaration of materiality, sworn under penalty of perjury, under the laws of the State of California, describing why the records requested to be produced are relevant.)

Records to be produced before the formal hearing:

By delivering a ____ physical or ____ electronic copy of the records requested, unless an alternative arrangement is agreed upon with the subpoenaing party or representative above, in the following manner:

To Party or Representative or designee: _____

On (date): _____ By (time): _____

(Requests for records before the beginning of the formal hearing must comply with the requirements set forth in PERB Regulation (Cal. Code Regs., tit. 8, part III, § 32150, subd. (f)(1).)

At location (physical address): _____

Or by e-mail: _____ *(Continued on page 2)*

Records to be produced at the scheduled formal hearing:

By appearing as a witness in the manner set forth below, unless appearance is excused, and delivering a ___ physical or ___ electronic copy of the records to be produced, unless an alternative arrangement is agreed upon with the subpoenaing party or representative above:

Date of Hearing: _____. Time: _____

Address of Hearing, if applicable: _____

Videoconference Information, if applicable: Platform: _____

Meeting Number: _____ Meeting Password: _____

Witness Fees: If you are not a party, you are entitled to receive a witness fee of \$35.00 per day and mileage reimbursement of \$0.20 per mile, round trip, to the location where testimony is given. You need to request such fees/reimbursement when served with this subpoena.

Receipt of records prior to the hearing does not relieve a party from having to subpoena a witness to the scheduled hearing to authenticate the records as an exhibit.

Disobeying this subpoena may lead to Superior Court enforcement or subsequent sanctions as prescribed by law. (Cal. Code Regs., tit. 8, part III, § 32150 subd. (k).)

By order of the following PERB Board Agent:

Signature: _____

Date: _____

Authority: Gov. Code §§ 3541.3(h), 3548.2, 3563(g), 3563(i); Cal. Code Regs., tit. 8, part III, § 32150

PROOF OF SERVICE OF SUBPOENA

(Gov. Code §§26721, 26743, 68093, 68096.1, etc.; Cal. Code Regs., tit. 8, part III, § 32150.)

I served the records subpoena, as follows, and I provided the person served with a witness fee of \$35.00 a day and mileage reimbursement of \$0.20 per mile, round-trip, if requested at the time of service.

Name of Person Served: _____

Date and Time of Service: _____
(Date) (Time)

Fees Demanded? Yes No **Fees Paid (if any):** \$ _____

A. Personal service on the witness (required unless (B) or (C) below applies):

Street address and city where served: _____

B. Service on an authorized representative of a party to the case *only if* the witness is that party or an agent of that party. (Cal. Code Regs., tit. 8, part III, § 32150, subd. (e)(1)(b).) Service must be personal, unless the party has agreed to accept electronic service.

Street or e-mail address where served: _____

C. Service pursuant to an agreement with the person served.

Method of service: _____

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____
(Date)

at _____, California
(City)

(Signature of Declarant)

(Type or Print Name of Declarant)

(Type or Print Address)