



UNITED STATES DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

Office of Dispute Resolution for Acquisition

800 Independence Avenue SW, Room 323  
Washington, D.C. 20591  
Telephone: 202-267-3290



**SUBPOENA**

Contract Dispute/Protest (circle one) of

\_\_\_\_\_, \_\_\_-ODRA-\_\_\_\_\_

Under Contract No. \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

YOU ARE HEREBY COMMANDED to appear at \_\_\_\_\_  
(Room No.) (Building)

\_\_\_\_\_  
(Street No.) (City) (State)

at \_\_\_\_\_ o'clock \_\_\_\_ m., on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to testify at a hearing in this dispute; and to bring with you: -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and to stay there until given permission to leave.

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.

Upon written request to this Office by you or by a party to this appeal, which request should be made within 10 days after service but in any event not later than the time specified in the subpoena for attendance, the Office may (i) quash or modify the subpoena if it is unreasonable and oppressive or for other good cause shown, or (ii) require the person in whose behalf the subpoena was issued to advance the reasonable cost of producing subpoenaed books, papers, documents, or tangible things.

This subpoena is issued at the request of the Government/Contractor (circle one) represented by:

\_\_\_\_\_  
(Name, Address, Telephone No. of requesting party's Attorney or other Representative)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Dispute Resolution Officer)

## DECLARATION OF SERVICE

Summioned the above-named witness by delivering a copy to witness and tendering the fees for one day's attendance and mileage allowed by law, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_.

I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Process Server)

**NOTE:** This declaration is 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 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.

### Return Instructions:

1) Return this Declaration to the ODRA via fax transmission ((202) 267-3720) promptly and before the date on which the person served must respond to the subpoena;

2) Mail the original Declaration to the ODRA at:

Federal Aviation Administration  
Office of Dispute Resolution for Acquisition, AGC-70  
800 Independence Avenue SW  
Room 323  
Washington, D.C. 20591