

## WITNESS FACT SHEET

Instructions: This form is to be filled out by OCSEA stewards and/or local officers and must accompany the Grievance Prep sheet. Make out a witness sheet for each witness. Use additional sheets if necessary.

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### Part 1- Grievant Data

Original filing date: \_\_\_\_\_ Grievance No. \_\_\_\_\_  
 Grievant: \_\_\_\_\_ Work phone #: (\_\_\_\_) \_\_\_\_\_ Home #: \_\_\_\_\_  
 Place of work: \_\_\_\_\_  
 Issue: \_\_\_\_\_

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### Part 2- Witness Data

- 1) Witness name and title: \_\_\_\_\_
  - 2) Witness Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_
  - 3) Telephone: work \_\_\_\_\_ Home \_\_\_\_\_
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### Part 3- Witness Background

- A) Will witness testify for or against grievant? \_\_\_\_\_
- B) What is the pertinent part of witness' testimony?:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- C) If witness is favorable, will the witness testify willingly? \_\_\_\_\_
- D) If witness is NOT favorable, is there a reason? Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- E) Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_