



**Important Information for the Summons Requestor**

- To summons a witness to a hearing, you must complete this Summons to a Witness form and submit it to the Licence Appeal Tribunal for signature.
- Incomplete or illegible forms may result in a Summons request being denied.
- It is your responsibility to adhere to the Tribunal's Rules of Practice, available on its website at [tribunalsontario.ca/lat](http://tribunalsontario.ca/lat).

In the matter of \_\_\_\_\_ and \_\_\_\_\_

Name of Appellant: Last Name                      First Name

Name of Respondent: Last Name                      First Name

Licence Appeal Tribunal File No.

To:  
Name of Witness: Last Name                      First Name

Of:  
Address: Street No. and Name, Unit No.

City                                      Province                                      Postal Code

Describe the relationship of this witness to this case.

**You are hereby summoned and required to attend before the Licence Appeal Tribunal of Ontario at a hearing to be held at the following address:**

Address of hearing: Street No. and Name, Unit No.

City

Province

Postal Code

or if teleconference, phone number to be used

On the date of

(yyyy/mm/dd)

at the time of

Time including AM/PM (hh:mm)

**You are required to bring with you and produce at the hearing, the following documents and things**

List all the documents and items the witness should bring with them.

Subsections 11(1) and (2) of *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22 as amended provide as follows:

(1) A witness at an oral or electronic hearing is entitled to be advised by a representative as to his or her rights, but such representative may take no other part in the hearing without leave of the Tribunal.

(2) Where an oral hearing is closed to the public, the witness's representative is not entitled to be present except when that witness is giving evidence.

**If you fail to attend or remain in attendance as this summons requires, the Superior Court of Justice may order that a warrant for your arrest be issued, or that you be punished in the same way as for contempt of court.**

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Signature of the Tribunal

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Date Signed (yyyy/mm/dd)

## Important Information for the Witness being Summoned

- A summons to witness must be served to you personally.
- You are entitled to be paid the same fees or allowances for attending at or otherwise participating in the hearing as are paid to a person summoned to attend before the Superior Court of Justice (<http://www.attorneygeneral.jus.gov.on.ca/>).
- If you fail to attend and give evidence at the hearing, or to produce the documents or things specified, at the time and place specified, without lawful excuse, you are liable to punishment by the Superior Court of Justice in the same manner as if for contempt of that court for disobedience to a subpoena.
- If you require accommodation under the Human Rights Code to participate in the hearing as required, contact the Licence Appeal Tribunal.

This summons was issued at the request of, and inquiries may be directed to:

Name of Requestor: Last Name

First Name

Mailing Address: Street No. and Name, Unit No.

City

Province

Postal Code

Phone No.

Fax No.

Email Address

The Licence Appeal Tribunal collects the personal information requested on this form under section 3 of the *Licence Appeal Tribunal Act, 1999*. This information will be used to determine appeals under this Act. After an appeal is filed, all information may become available to the public. Any questions about this collection may be directed to the Licence Appeal Tribunal at 416-326-1356 or toll-free at 1-888-444-0240.