



## Application for Summons to Witness

### I. Applicant

Name:

Address:

Telephone Number:

Facsimile Number:

### II. Identification of Proceedings

Describe the proceedings for which the summons is required (*Tribunal file number or case name*):

### III. Particulars of Summons

Provide the name and address of the person to be summoned:

Name:

Address:

Date on which the person is required to appear before the Tribunal:

\_\_\_\_\_ day \_\_\_\_\_ month \_\_\_\_\_ year

### IV. Documents or Things Required

Describe the documents or things which the person being summoned is required to bring with him/her to the hearing (*use additional sheets if necessary*):

**It is the responsibility of the person who requested the summons to arrange for service of the summons on the person to whom it is directed, and to provide proof of service to the Tribunal.**

\_\_\_\_\_  
Signature of Applicant or Authorized Representative

\_\_\_\_\_  
Date

Name and address of the Applicant's Authorized Representative, if any: