



REQUEST FOR ISSUING A SUMMONS (Registration Committee)

Instructions: To obtain a summons, please complete and return this request form by addressing it to the Chair of the Registration Committee by mail, fax (416) 224-8168 or e-mail to ChairRegistrationCommittee@peo.on.ca.

The Request for Summons form must be submitted well in advance of a hearing in order for the Chair to prepare the summons and to allow the witness to prepare before attendance at a hearing. It is the responsibility of the person requesting the summons to have the issued summons served on the witness.

A separate form must be completed and submitted for each person for whom you are requesting a summons.

Please complete the following:

Case Name: _____

Hearing Date(s): _____

Location of Hearing: _____

Please provide the name and contact information for the person requesting the summons.

Name: _____ Tel: _____

Address: _____

Please provide the name of the Witness for whom a summons is being requested.

Name: _____ Title: _____

Address: _____

Please provide detailed information on the following:

- Whether the witness is an expert, party, or fact witness in the matter before the Tribunal;
- brief description of the evidence that the person is to provide;
- briefly describe the relevance of the witness evidence to the matter before the Tribunal; and
- the documents and things the witness must bring to the hearing, if any.

Date: _____ Signature: _____