



Tribunals Ontario

Licence Appeal Tribunal

15 Grosvenor Street, Ground Floor

Toronto, ON M7A 2G6

Telephone: 416-326-1356

Toll Free: 1-888-444-0240

TTY: 1-800-855-0511

Email: LATregistrar@ontario.ca

Website: tribunalsontario.ca/lat

Summons to a Witness

Disponible en français

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.
- [Rule 8](#) can be accessed here.

Tribunal File No.: _____

Appellant Information

Last Name

First Name

Respondent Information

Last Name

First Name

Name of Witness

Last Name

First Name

Witness's Address

Street Number

Street Name

Unit Number

Municipality (*City, town*)

Province

Postal Code

Describe how this witness's evidence is relevant to the issues in dispute. (*Attach additional pages if you need more space.*)

You are hereby summoned and required to attend before the Licence Appeal Tribunal of Ontario at a hearing on the following dates between 9:30 a.m. to 5:00 p.m.:

From (yyyy/mm/dd): _____	To (yyyy/mm/dd): _____
Time including AM/PM (hh:mm): _____	

The hearing is being held in the following format:

Videoconference: Zoom link to follow: _____

In-Person:

Address of Hearing:

Street Number	Street Name	Unit Number
_____	_____	_____

Municipality (City, town)	Province	Postal Code
_____	_____	_____

Teleconference:

Teleconference Number: _____ Access Code (if any): _____

You are required to bring with you to the hearing the following documents and things:

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.

Signature of Member on Behalf of the Tribunal

Date issued (yyyy/mm/dd)

Important Information for the Witness Being Summoned

- Subsections 11(1) and (2) of *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22 as amended provide as follows:
 - 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.
 - 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.
- 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 (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. The Superior Court of Justice may also order that a warrant for your arrest be issued.**
- If you require an accommodation to participate in the hearing, including those pursuant to the *Human Rights Code*, please contact the Licence Appeal Tribunal.

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

Name of Requestor

Address:

Street Number	Street Name	Unit Number
Municipality (<i>City, town</i>)		Province
		Postal Code
Telephone Number	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 LATRegistrar@ontario.ca or 416-326-1356 or toll-free at 1-888-444-0240.