



# Tribunals Ontario

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## Ontario Special Education Tribunals

### REQUEST FOR ISSUING A SUMMONS

This completed form must be returned to the Tribunal by fax or e-mail in accordance with the *Practice Direction – Issuing a Summons*.

The Tribunal's *Rules of Procedure* require that the Request for Summons form be submitted to the Tribunal no later than fifteen (15) days before the hearing and be served on the witness not later than ten (10) days before the time for attendance.

A separate form must be used for each person for whom you are requesting a summons.

**Please complete the following:**

**Case File #** \_\_\_\_\_ **Hearing Date(s)** \_\_\_\_\_

**Place of Hearing** \_\_\_\_\_

Provide the name and identifying information for the person requesting the summons.

Name	Phone Number(s) (Bus./ Home)

Address

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Witness for whom a summons is being requested:

Name	Title

Address

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Please list:

- the relationship of the person to be summoned to the matter before the Tribunal;
- the issues and the evidence that the person is to address;
- the relevance of that evidence to the issues before the Tribunal; and
- the documents and things the witness shall bring to the hearing.

Provide detailed information.

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If the Tribunal is not satisfied, based on the information provided, that the witness's evidence is relevant to the appeal, the summons will not be issued.

Approved  Request further information

Request reviewed by \_\_\_\_\_

Date \_\_\_\_\_