



Important Information

- To summon a witness to a hearing, you must complete this Summons to a Witness form and submit it to the Animal Care Review Board for consideration and signature.
- Incomplete or illegible forms may result in a Summons request being denied.

To: Name of Witness

Last Name	First Name	Middle Initial

Of: Address

Unit Number	Street Number	Street Name	PO Box
City/Town/Municipality			Postal Code
Province			

Describe the relationship of this witness to this case.

You are hereby summoned and required to attend before the Animal Care Review Board at a hearing to be held at the following address.

Unit Number	Street Number	Street Name		
City/Town/Municipality			Province	Postal Code
Or if teleconference, phone number to be used		On the date of (yyyy/mm/dd)	at the time of <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	

You are required to bring with you and produce at the hearing the following documents and items.

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

Subsections 11(1) and (2) of the *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.

Signature of the Board	Date (yyyy/mm/dd)
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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 appear before the Superior Court of Justice.
- If you fail to attend or remain in attendance as this summons requires, or if you fail to produce the documents or items specified above, 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.
- If you require accommodation under the Human Rights Code to participate in the hearing as required, contact the Board.

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

Name of Requestor

Last Name	First Name	Middle Initial
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Address

Unit Number	Street Number	Street Name	PO Box
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City/Town/Municipality	Province	Postal Code
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Telephone Number	Fax Number	Email Address
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The Animal Care Review Board (ACRB) collects the personal information requested on this form under section 38 of the *Provincial Animal Welfare Services Act* and section 9(5) of Ontario Regulation 443/19 for the purpose of conducting an appeal proceeding before the ACRB. All information, including sensitive personal and financial information, submitted as part of a proceeding may become public in an open hearing and may be contained in decisions, orders, and case files, unless an order to restrict access is made. Any questions about the collection of information may be directed to the ACRB at ACRB.registrar@ontario.ca.

If you have any questions, please contact

Animal Care Review Board
15 Grosvenor St, Ground Fl
Toronto ON M7A 2G6
Telephone: 416-327-0111 / 1-888-777-3616
Teletypewriter (TTY): 1-800-855-0511
Website: tribunalsontario.ca/acrb
Email: ACRB.registrar@ontario.ca