

Please complete the following:

Tribunals Ontario

Ontario Special Education Tribunals

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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.

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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	
Witness for whom a summons	is being requested:
Name	Title
Address	

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.		
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		