

**Ontario Land Tribunal**

655 Bay Street, Suite 1500, Toronto, ON M5G 1E5

Tel: 416 212-6349 | 1 866 448-2248

Web Site: olt.gov.on.ca

**Request for Issuance of a Summons to Witness Form**

The completed form must be returned to the Ontario Land Tribunal (OLT) by email or mail. The OLT’s Rules of Practice and Procedure require that a summons be served no later than **five** days before the time for attendance. Please ensure that your request is filed with the OLT in sufficient time for it to be considered in advance of the attendance date. A form must be completed for each person you are requesting approval to summons.

If your request is approved, you will be provided with a summons and instructions for service.

Please refer to Rule 13.1 and 13.2 of the OLT’s [Rules of Practice and Procedure](https://olt.gov.on.ca/about-olt/law-policy/) for more information.

|  |
| --- |
| Request by (Party or Representative) |
| Last Name: | First Name: |
|  |  |
| Company Name or Association Name (Association must be incorporated – include copy of letter of incorporation): |
|  |
| Email Address: |
|  |
| Daytime Telephone Number: | Alternative Telephone Number: |
|  | ext. |  |  |
| Mailing Address |
| Unit Number: | Street Number: | Street Name: | P.O. Box: |
|  |  |  |  |
| City/Town: | Province: | Country: | Postal Code: |
|  |  |  |  |
|  |
| Hearing Information |
| Hearing Date: (dd/mm/yyyy) | Hearing Time: |
|  |  |
|  |
| Witness for Whom a Summons is Being Requested |
| Name of Witness: |  |
| Title: |  |
| **Mailing Address** |
| Unit Number: | Street Number: | Street Name: | P.O. Box: |
|  |  |  |  |
| City/Town: | Province: | Country: | Postal Code: |
|  |  |  |  |
|  |
| Witness Information |
| Was the witness listed in a Procedural Order? |[ ]  Yes |[ ]  No |

|  |
| --- |
| Note the relationship of the person to the matter before the OLT, the issues and the evidence that the person is to address and explain the relevance of that evidence to the issues before the OLT. Detailed information must be provided.(If the OLT is not satisfied from the information provided that the evidence to be provided by the person is relevant to the issues before the OLT or admissible, the summons shall not issue.) |
|  |
| Municipal Reference Number(s): |
|  |
| For all appeal types, please outline the nature of the appeal and the reasons for the appeal: |
|  |
|  |
| Documents that Witness is Required to Bring |
|  |
|  |
| Declaration |
| **Name of Requestor** | **Signature of Requestor** | **Date (yyyy/mm/dd)** |
|  |  |  |
| Personal information or documentation requested on this form is collected under the authority of the [*Ontario Land Tribunal Act*](https://www.ontario.ca/laws/statute/21o04) and the legislation under which the proceeding is commenced. All information collected is included in the Ontario Land Tribunal (OLT) case file and the public record in this proceeding. In accordance with the [*Freedom of Information and Protection of Privacy Act*](https://www.ontario.ca/laws/statute/90f31) and [section 9 of the *Statutory Powers Procedure Act*](https://www.ontario.ca/laws/statute/90s22#BK23), all information collected is available to the public subject to limited exceptions. |
|  |
| We are committed to providing services as set out in the [*Accessibility for Ontarians with Disabilities Act, 2005*](https://www.ontario.ca/laws/statute/05a11). If you have any accessibility needs, please contact our Accessibility Coordinator at OLT.Coordinator@ontario.ca or toll free at 1-866-448-2248 as soon as possible. |
|  |
|  |
| OLT OFFICE USE ONLY |
| Approved |[ ]  Request Further Information |[ ]  Motion Required |[ ]
| By: |  | Date: |  | By: |  | Date: |  | By: |  | Date: |  |