

SUMMONS TO WITNESS

IN THE PROVINCIAL COURT OF BRITISH COLUMBIA (SMALL CLAIMS COURT)

REGISTRY FILE NUMBER
REGISTRY LOCATION

TO:
Fill in the name and address of the person you are requiring to attend court.

NAME _____
ADDRESS _____
CITY, TOWN, MUNICIPALITY _____ PROV. _____ POSTAL CODE _____ TEL. # _____

FROM:
Fill in the name of the party who requires the witness to attend.

You have been summoned as a witness by

NAME _____

In the case between

Fill in the names of all parties in the case.

NAME _____ **CLAIMANT(S)**

and

NAME _____ **DEFENDANT(S)**

and

NAME _____ **THIRD PARTY(IES)**

You are required to attend the Provincial Court of British Columbia

Fill in the date, time and method of attendance for the hearing.

on _____ at _____ or as soon after this time as the court schedule allows

in person at _____ court location

by another method of attendance, as specified _____ attendance details

If you want the witness to bring or submit to court any records or other things list them here.

You are required to bring the following records and other things

If the court made an order that the witness attend in a way other than in person, include the terms of the order made by the judge.

WHAT MUST YOU DO IF YOU ARE SERVED WITH A SUMMONS?

- You must
- (a) attend court at the time and by the method stated on the summons, and
 - (b) bring to court (or if not attending in person, submit and serve as directed) any records and other things required by the summons.

CAN THE SUMMONS BE CANCELLED?

If you are not needed as a witness or it would be a hardship for you to attend court, you may apply to a judge to cancel the summons. You may also apply to a judge to change your method of attendance from what is listed on the summons.

WHAT HAPPENS IF YOU DO NOT ATTEND?

A judge may issue a warrant for your arrest.

You must provide the witness with expenses related to their method of attendance at court.

\$ _____ is attached for reasonable expenses related to the method of your attendance at court.

Sign and date your summons.

_____ date _____ signature of person issuing summons

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