

# SUMMONS TO WITNESS

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

REGISTRY FILE NUMBER
REGISTRY LOCATION

**TO:** \_\_\_\_\_  
NAME  
\_\_\_\_\_  
ADDRESS  
\_\_\_\_\_  
CITY, TOWN, MUNICIPALITY \_\_\_\_\_ PROV. \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ TEL. # \_\_\_\_\_

**FROM:** \_\_\_\_\_  
NAME

**You have been summoned as a witness by**

**In the case between** \_\_\_\_\_ **CLAIMANT(S)**

NAME \_\_\_\_\_

**and** \_\_\_\_\_ **DEFENDANT(S)**

NAME \_\_\_\_\_

**and** \_\_\_\_\_ **THIRD PARTY(IES)**

NAME \_\_\_\_\_

**You are required to attend the Provincial Court of British Columbia**

on \_\_\_\_\_ at \_\_\_\_\_ or as soon after this time as the court schedule allows  
date time am / pm

in person at \_\_\_\_\_  
court location

by another method of attendance, as specified \_\_\_\_\_  
attendance details

**You are required to bring the following records and other things**

\_\_\_\_\_  
\_\_\_\_\_  
SERVICE COPY  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 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.

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

\_\_\_\_\_ date \_\_\_\_\_ signature of person issuing summons

SUMMONS TO WITNESS

service copy