



Environment and Land Tribunals Ontario
Ontario Municipal Board
 655 Bay Street, Suite 1500 Toronto, Ontario M5G 1E5
 TEL: (416) 212-6349 or Toll Free: 1-866-448-2248
 FAX: (416) 326-5370
www.elto.gov.on.ca

SUMMONS REQUEST FORM

Request for Issuance of a Summons to Witness

The completed form must be returned to the Board by mail or fax. The Board's Rules of Practice and Procedure require that a summons be served no later than 5 days before the time for attendance. Please ensure that your request is filed with the Board 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 45 and 46 of the Board's Rules of Practice and Procedure for more information.

Please complete the following:

1. OMB Case No.: _____ Hearing Date: _____ Municipality: _____

2. Request filed by: (Party or Representative)

Name: _____ Phone: Bus: _____ Res.: _____

Address: _____

If the request is filed by a representative, please identify the client (party). _____

3. Witness for whom a summons is being requested:

Name: _____

Title: _____

Address: _____

4. Note the relationship of the person to the matter before the Board, the issues and the evidence that the person is to address, and explain the relevance of that evidence to the issues before the Board. Detailed information must be provided.

(If the Board is not satisfied from the information provided that the evidence to be provided by the person is relevant to the issues before the Board or admissible, the summons shall not issue.)



OMB Office Use Only:

Approved

Request further information

Motion required

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____