



The Ontario Special Education (English) Tribunal

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.

Please complete the following:

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

