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| *ONTARIO* |  |
| **Superior Court of Justice** | Summons to Witness |
| [SEAL] | Form 18A Ont. Reg. No*.* 258/98 |
|       |  |       |
| Small Claims Court |  | Claim No. |
|       |  |  |
|  |  |
| Address |  |
|       |  |
|  | Phone number |  |
| **BETWEEN** |
|       |
| Plaintiff(s) |
| **and** |
|       |
| Defendant(s) |
| **TO:** |       |
|  | (Name of witness) |
| **YOU ARE REQUIRED TO ATTEND AND TO GIVE EVIDENCE IN COURT** at the trial of this action on |
|       | , 20 |    | at |       |  |
|  |  |  |  | (Time) |  |
| *(check one of the following)* |
| [ ]  | by videoconference |
| [ ]  | in person |
| **at** |       |
|  | (Videoconference details or address of court location, as applicable) |
| and to remain until your attendance is no longer required. You may be required to return to court from time to time. |
| **YOU ARE ALSO REQUIRED TO PRODUCE AT THE TRIAL** the following documents or other things in your possession, control or power: (Identify and describe particular documents and other things required) |
|       |
| Les formules des tribunaux sont affichées en anglais et en français sur le site [www.ontariocourtforms.on.ca](http://www.ontariocourtforms.on.ca/). Visitez ce site pour des renseignements sur des formats accessibles. |

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|  |  | Claim No. |
|       |
| and all other documents or other things in your possession, control or power relating to the action. |
|       | has requested the clerk to issue this summons. |
| (Name of party) |  |
|       | , 20 |    |  |  |
|  | (Signature of clerk) |
| **NOTE:** | **THIS SUMMONS MUST BE SERVED** personally, at least 10 days before the trial date, on the person to be summoned together with attendance money calculated in accordance with the Small Claims Court Schedule of Fees, which is a regulation under the *Administration of Justice Act*. To obtain a copy of the regulation, attend the nearest Small Claims Court or access the following website: [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca). |
|  |
| **CAUTION:** | **IF YOU FAIL TO ATTEND OR REMAIN IN ATTENDANCE AS REQUIRED BY THIS SUMMONS, A WARRANT MAY BE ISSUED FOR YOUR ARREST.** |