|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *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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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FORM 18A** | | **PAGE 2** | | | | | |  |
|  | |  | | | | | | 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.** | | | | | | | |