

Canadian Human
Rights Tribunal



Tribunal canadien
des droits de la personne

Request for summons

I. Case details:

Case name*:

Tribunal file(s) number(s)**:

*Complainant's name v. Respondent's name (e.g. Jamie Larose v. Company XYZ)

**Include this number when contacting the Tribunal about your case

II. Contact information:

The requester's name or the name of the requester's representative:

Address:

Email address:

Phone number:

III. Request details

I request a summons for:

First name:

Last name:

Email:

Address:

to appear as a witness at a hearing on

The witness can provide relevant evidence because:

The witness had or has personal or direct knowledge of the facts and issues in dispute.

The witness was present at a relevant event.

The witness had or has a role in creating, administering or managing a policy or process.

The witness has or had a relevant decision-making role or relevant responsibilities.

Other (please describe briefly):

IV. Documents

List any documents you want the witness to bring to the hearing:

If the witness requires alternative arrangements ([accommodations](#)) to testify at the hearing, please describe below.

Please review the [Canadian Human Rights Tribunal Rules of Procedure](#) and [Practice Direction: How to Summons a Witness](#) before completing this form.

Ask for help: If you have any trouble filling out this form, contact the Registry office by email at registry.office@chrt-tcdp.gc.ca or call 613-995-1707 (toll free: 1-844-899-3604).