



Horse Racing Appeal Panel
 90 SHEPPARD AVE E
 SUITE 200
 TORONTO ON M2N 0A4
 Tel: 416 326-8700 or 1 800 522-2876 toll free in Ontario
 Fax: 647 723-2198

Summons to a Witness

IMPORTANT INFORMATION FOR THE SUMMONS REQUESTOR

- To summons a witness to a hearing, you must complete this Summons to a Witness form and file it with the Horse Racing Appeal Panel (HRAP) for signature.
- Incomplete or illegible forms may result in a summons request being denied.
- **Service of a summons on a witness is the responsibility of the party who obtained the summons.** For service to be effective, it must meet the requirements of Rule 4, Service and Filing, of the Rules of Procedure.
- The party obtaining the summons shall pay the witness' fees and allowances in accordance with Tariff A under the *Rules of Civil Procedure*.

Hearing File Information:

In the matter of

Name of Appellant: Last Name	Name of Appellant: First Name
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AND the Registrar of Alcohol, Gaming and Racing.

HRAP office File No. _____

Witness Information:

TO:

Name of Witness: Last Name	Name of Witness: First Name
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Address:

Street Number	Street Name	Unit No.
City	Province/State	Postal Code/Zip Code

You are hereby summoned and required to attend before the Horse Racing Appeal Panel at a hearing to be held:

Hearing date and time:

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at the following address:

Street Number	Street Name	Unit No.
City	Province/State	Postal Code/Zip Code

or if teleconference, phone number to be used

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You are expected to provide evidence related to the following (include brief explanation of the evidence the witness is expected to give at the hearing):

You are required to bring with you and produce at the hearing, the following documents and things: all documents and materials in your possession, power or control relating to this matter, and specifically:

(Continue on separate sheet, if necessary)

If you fail to attend or remain in attendance as this summons requires, the Superior Court of Justice may order that a warrant for your arrest be issued, or that you be punished in the same way as for contempt of court.

Subsections 11(1) and (2) of the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22 as amended provide as follows:

1. A witness at an oral or electronic hearing is entitled to be advised by a representative as to his or her rights, but such representative may take no other part in the hearing without leave of the Panel.

2. Where an oral hearing is closed to the public, the witness's representative is not entitled to be present except when that witness is giving evidence.

Signature of the Panel (or its delegate)	<table style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center; border-right: 1px solid black;">Date</td><td style="text-align: center; border-right: 1px solid black;">YYYY</td><td style="text-align: center; border-right: 1px solid black;">MM</td><td style="text-align: center;">DD</td></tr><tr><td style="text-align: center; border-right: 1px solid black;"> </td><td style="text-align: center; border-right: 1px solid black;"> </td><td style="text-align: center; border-right: 1px solid black;"> </td><td style="text-align: center;"> </td></tr></table>	Date	YYYY	MM	DD				
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Summons to a Witness

IMPORTANT INFORMATION FOR THE WITNESS BEING SUMMONED

- A summons to witness must be served upon you personally.
- You are entitled to be paid witness' fees and allowances in accordance with Tariff A under the Rules of Civil Procedure.
- If you fail to attend and give evidence at the hearing, or to produce the documents or things specified, at the time and place specified, without lawful excuse, you are liable to punishment by the Superior Court of Justice in the same manner as if for contempt of that court for disobedience of a subpoena.
- If you require accommodation under the Human Rights Code to participate in the hearing as required, contact the HRAP office at 416-326-8700.

This summons was issued at the request of, and inquiries may be directed to:

Name of Requestor:

Last Name	First Name
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Mailing Address:

Street Number	Street Name	Unit No.
City	Province/State	Postal Code/Zip Code
Phone No. ()	Fax No. ()	Email Address

The Horse Racing Appeal Panel collects the personal information requested on this form under *the Horse Racing Licence Act, 2015*. This information will be used to determine appeals under this Act. After an appeal is filed, all information may become available to the public. Any questions about this collection may be directed to the Horse Racing Appeal Panel at 416 326-8700 or toll-free at 1 800 522-2876.