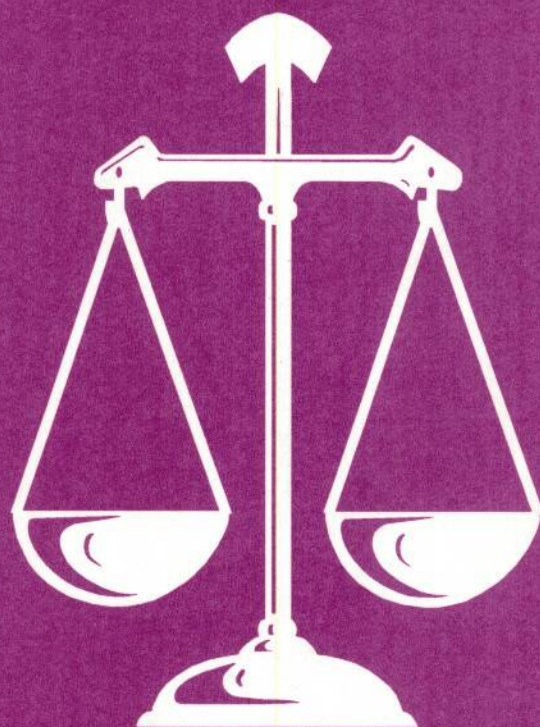




# SUBPOENA TO WITNESS

Provincial Court of Newfoundland



Small Claims Division

# TO SUBPOENA A WITNESS

COURT FILE NUMBER

What is the court file number and location shown on the Statement of Claim?

You do not need to issue a subpoena if a witness will appear voluntarily.

▼  
**Step 1**

**COMPLETE** the SUBPOENA TO WITNESS. To complete the form, use a typewriter or print clearly. There are 3 copies, so be sure all copies are legible.

▼  
▼  
**Step 2**

**SERVE** the witness with the subpoena by registered mail or personal service. The purpose of "Service" is to make sure the witness knows about the requirement to come to court. You should bring your completed certificate of service to court with you.

▼  
▼  
▼  
**Step 3**

**AND THEN** the witness must appear on the date set unless a judge has cancelled the subpoena. If a witness does not appear, the judge may issue a warrant for the arrest of the witness.

If you want the witness to bring some specific records (invoices for example), list them here so the witness will know what is required.

The amount you provide for travelling expenses must be enough to enable the witness to get to court. This could mean busfare. The money must be delivered with the subpoena.

# SUBPOENA TO WITNESS

IN THE PROVINCIAL COURT OF NEWFOUNDLAND (SMALL CLAIMS DIVISION)

COURT FILE NUMBER
COURT LOCATION

**SUBPOENA TO WITNESS**

**TO:**

Fill in the name and address of the person you are requiring to come to court.

NAME
ADDRESS
CITY, TOWN, MUNICIPALITY
PROV.
POSTAL CODE
TEL. #

**FROM:**

Fill in the name of the party who requires the witness to attend.

**You have been subpoenaed as a witness by**


**In the case between:**

Copy the names of all parties in the case as shown on the Statement of Claim.

	<b>PLAINTIFF(S)</b>
and	
	<b>DEFENDANT(S)</b>

Fill in the date and place of the hearing.

**You are required to attend the Provincial Court of Newfoundland**

on 

	month
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	day
--	-----

	year
--	------

	time	<table border="1"><tr><td> </td><td>M</td></tr></table>		M
	M			

 or as soon after this time as the court schedule allows.

at 

	court location
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**You are required to bring the following records and other things:**

If you want the witness to bring to court any records or other things list them here.


**What must you do if you are served with a subpoena?**

- You must
- a) attend court at the time and place stated on the subpoena, and
  - b) bring to court any records and other things required by the subpoena.

**Can the subpoena be cancelled?**

If you are not needed as a witness or it would be a hardship for you to attend court, a judge may cancel the subpoena

**What happens if you do not attend?**

A judge may issue a warrant for your arrest.

You must provide the witness with reasonable travelling expenses.

The amount of \$ 

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 is attached for use as travelling expenses to enable you to come to the Court.

Sign and date your subpoena.

<table border="1"><tr><td> </td><td>month</td></tr></table>		month	<table border="1"><tr><td> </td><td>day</td></tr></table>		day	<table border="1"><tr><td> </td><td>year</td></tr></table>		year	<table border="1"><tr><td> </td><td>signature of person issuing subpoena</td></tr></table>		signature of person issuing subpoena
	month										
	day										
	year										
	signature of person issuing subpoena										