



TRIBUNAL FILE NUMBER

**PAY EQUITY HEARINGS TRIBUNAL**

**Summons to Witness**

*Pay Equity Act, R.S.O. 1990, c. P.7, as amended;*  
*Statutory Powers Procedure Act, R.S.O. 1990,c.22, as amended.*

**Note: Signed Summons to Witness forms are issued in blank by the Tribunal. If you require a Summons please contact the Registrar. Review the Rules before serving the summons.**

**PART A. CASE NAME**

**BETWEEN:**

Applicant(s)

and

Respondent(s)

SAMPLE

**PART B. SUMMONS TO WITNESS**

**TO:**

\_\_\_\_\_ (name of witness)

\_\_\_\_\_ (address of witness)

**YOU ARE REQUIRED TO ATTEND TO GIVE EVIDENCE** before the **Pay Equity Hearings Tribunal** at the hearing of this proceeding to be held at

\_\_\_\_\_ (address of hearing)

on \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_\_, at the hour of \_\_\_\_\_ o'clock in the (circle one) forenoon/afternoon (local time),  
(day) (month) (year)

and to remain until your attendance is no longer required or the Tribunal otherwise orders.

**YOU ARE REQUIRED TO BRING WITH YOU** and produce at the hearing the following documents and things:  
(Sufficient particulars to identify the document or thing must be provided. A schedule listing the documents or things to be produced may be attached to the Summons where required)

\_\_\_\_\_

**If you fail to attend and participate in the hearing in accordance with the Summons, the Superior Court of Justice may order that a warrant for your arrest be issued, or that you be punished in the same manner as if for contempt of that Court.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Chair/Vice-Chair  
Pay Equity Hearings Tribunal



## PAY EQUITY HEARINGS TRIBUNAL

### FORM 4 – Summons to Witness (page 2/2)

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*Statutory Powers Procedure Act, R.S.O. 1990, c.22, as amended.*

#### PART C. For Your Information

You are entitled to be paid the same personal allowances for your attendance at the hearing as are paid for the attendance of a witness summoned to attend before the Superior Court of Justice. See Tariff A to the Ontario Rules of Civil Procedure which is reproduced below.

If you require translation or other services in order to give evidence at the hearing, please inform the person whose name and position is set out below as soon as possible.

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

**Name and Position:**

**Address and Telephone Number:**

SAMPLE

### Tariff A Part II – Disbursements

21. Attendance money actually paid to a witness who is entitled to attendance money to be calculated as follows:
1. Attendance allowance for each day of necessary attendance: **\$50.00**
  2. Travel allowance, where the hearing or examination is held
    - a) in a city or town in which the witness resides, **\$3.00** for each day of necessary attendance;
    - b) **within 300 kilometers** of where the witness resides, **24¢ a kilometer** each way between his or her residence and the place of hearing or examination;
    - c) **more than 300 kilometers** from where the witness resides, the **minimum return airfare plus 24¢ a kilometer** each way from his or her residence to the airport and from the airport to the hearing or place of examination.
  3. Overnight accommodation and meal allowance, where the witness resides elsewhere than the place of hearing or examination and is required to remain overnight, for each overnight stay: **\$75.00**