

CANADA
PROVINCE OF QUÉBEC
District:
Locality:
File No.:
Statement No.:

WE REQUIRE THE APPEARANCE

of: _____
occupation: _____
address: _____

WHEREAS _____ has been charged with having

able to give testimony at the request of the defence prosecution

THEREFORE, the purpose of this summons is to require you to appear personally before the Court of Québec

- Criminal and Penal Division
- Youth Division

to testify on _____ at _____ a.m./p.m.,

- and to have in your possession anything under your control or in your possession that is related to the issue and particularly the following :

- If the witness testifies in person:

at courtroom _____, at _____ courthouse,
located at _____.

- If the witness testifies via a technical medium:

by _____
(indicate the technical medium used)

Before this date, the requisite information to enable the witness to testify will be provided to you by

(identify the proper person)

At _____, on _____

Judge / Justice of the Peace /
Clerk of the Court / Attorney of the party

Judge / Justice of the Peace
Clerk of the Court / Attorney of the party (in block letters)

THE WITNESS MUST READ THE FOLLOWING INFORMATION

You must appear in court to testify in this case. If you refuse to appear, you may be subject to legal proceedings.

Any person who appears before the court must be properly dressed.

If you are called to testify remotely via a technical medium, please consult the user's guide for the secure platform before the hearing; it is available on the website of the Ministère de la Justice (www.justice.gouv.qc.ca/en).

Further to your appearance in court as a witness, you may be entitled to monetary compensation.

In order for the clerk to determine the indemnities and allowances to which you could be entitled, you must have on hand this document and your receipts (transportation, meals, etc.), if any.

If your testimony is in person in a courtroom, **please go** to the office of the court before you leave the courthouse in order to determine the indemnities and allowances to which you could be entitled according to the regulations in force.

If you testify remotely via a technical medium, after you have testified, the calling party will give you instructions on how to obtain the amounts to which you are entitled under the regulations in force.

To the extent provided for by regulation, the ministère de la Justice pays the compensation and allowances of witnesses summoned by the Attorney General of Québec. If you are summoned by another prosecutor as a defence witness, you must submit your request for payment to the party that summoned you or to its attorney.

Please note that the judge may order the exclusion of witnesses at the request of either party. Each of the parties can question the witnesses summoned. If witnesses fear for their safety, they can, when identifying themselves, ask the judge that their contact information remain confidential.

Employers and their agents are prohibited from taking any of the following actions against an employee on the grounds that the employee was called to attend at court or served as a witness:

- dismissing, suspending or transferring the employee;
- exercising discriminatory measures or reprisals against the employee;
- imposing any other penalty on the employee.

You are summoned by: _____

Address: _____

Phone number: _____

ATTESTATION OF SERVICE

I, _____, peace officer / bailiff / attorney / party, report that on _____, at _____ a.m./p.m., I sent this summons by

- mail
- any other means provided for by law (specify the means): _____

I served this summons personally, at the following location: _____

I served this summons on the witness by leaving it for the witness, at the witness's home, with a reasonable person living there, i.e. (family name, given name, address): _____

I was unable to serve this summons for the following reason: _____

At _____, on _____

Peace officer / bailiff / attorney / party

RESERVED FOR THE ADMINISTRATION - WITNESS'S ALLOWANCE													
Transportation											Licence plate No.		
<input type="checkbox"/> Plane <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Metro <input type="checkbox"/> Taxi <input type="checkbox"/> Car <input type="checkbox"/> Other													
From						To						Distance round trip (km)	
From						To						Distance round trip (km)	
From						To						Distance round trip (km)	
Indemnities and allowances													
Date			Absence from domicile		Loss of time	Meals \$			Overnight stay \$	Transportation \$	Parking \$	Total \$	
Year	Month	Day	Departure	Arrival		Breakfast	Lunch	Supper					
			h	h	h								
			h	h	h								
			h	h	h								
											Subtotal		
											Subtract received advance		
											Total	\$	

SOLEMN AFFIRMATION OF THE WITNESS

I, a witness summoned in this case, solemnly affirm that the information provided is accurate.

- Declared under oath
- Solemnly affirmed

At _____, on _____

Witness

Person designated by the clerk