

Record number	Application number	Roll number

ADDRESS OF DWELLING IN QUESTION

No.	Street	Apt.	City / Municipality	Postal code
-----	--------	------	---------------------	-------------

IDENTIFICATION OF PARTIES

Plaintiff 1	<input type="checkbox"/> Lessor	<input type="checkbox"/> Lessee	<input type="checkbox"/> Other (specify)	
Last name		First name		
Plaintiff 2	<input type="checkbox"/> Lessor	<input type="checkbox"/> Lessee	<input type="checkbox"/> Other (specify)	
Last name		First name		

Defendant 1	<input type="checkbox"/> Lessor	<input type="checkbox"/> Lessee	<input type="checkbox"/> Other (specify)	
Last name		First name		
Defendant 2	<input type="checkbox"/> Lessor	<input type="checkbox"/> Lessee	<input type="checkbox"/> Other (specify)	
Last name		First name		

WE ORDER:				
Last name		First name		
No.	Street	Apt.	City / Municipality	Postal code
Telephone (home)		Telephone (work)	Fax	Email

TO APPEAR personally before the Tribunal administratif du logement				
At:				
No.	Street			
City / Municipality				Postal code
Room		At: <div><div></div><div></div><div>Hour</div><div>Minute</div></div>	On: <div><div></div><div></div><div></div><div>Year</div><div>Month</div><div>Day</div></div>	

to testify concerning everything you know about this case AND TO BRING:	
●	●
●	●
●	●
●	●
●	●

Subpoena to appear as a witness issued at the request of:	Name of the party (block letters)	
	Telephone	Email
For further information, the witness may contact:	Name (block letters)	
	Telephone	Email

If the witness does not come to the hearing, the Tribunal may, subject to certain conditions, issue a bench warrant.

Date of filing	<input type="checkbox"/> Lawyer
	Lawyer's name in block letters
	Lawyer's signature
	<div><div></div><div></div><div></div><div>Year</div><div>Month</div><div>Day</div></div>

NOTIFICATION

The party requesting the presence of a witness must, at their own expense, have a court bailiff serve a subpoena to appear as a witness, signed by an administrative judge or a special clerk of the Tribunal, at least three days before the hearing date. The party's lawyer may also sign the subpoena. In case of emergency, the Tribunal may reduce the three-day period allowed.

INFORMATION FOR THE WITNESS

As a witness, you must appear to testify before the Tribunal in the case mentioned in the subpoena. If you do not comply with this subpoena, the Tribunal may compel you to do so by issuing a bench warrant against you.

You may be subpoenaed to:

- testify about facts about which you have personal knowledge;
- give your opinion as an expert;
- file a document or other evidence.

Before you give your testimony, the Tribunal will ask you to swear an oath to tell the truth. It may, at its own discretion or at the request of one of the parties, order that the witnesses not testify in the presence of each other. As a witness, you have the right to receive, from the party who summons you or their lawyer, the reason you were called and information about the subject of your testimony and the procedure of the proceedings. Contact information for the party who summoned you or their lawyer can be found in the subpoena. All parties to the proceedings can question and cross-examine the witnesses. If your presence is no longer required, the person who summoned you as a witness must inform you.

Anyone who appears before the Tribunal must be suitably dressed.

Unless the other party consents, when a party intends to ask the Tribunal for authorization to file a statement in lieu of testifying, they must, as quickly as possible before the hearing, inform the other party or send them the document. If the circumstances so justify, however, the Tribunal may, on verbal request, determine other conditions and, if application, determine the deadline for the transmission of the document. Any other exhibit, including written documents or material evidence, is filed during the hearing with no other formalities.

The Tribunal may decide that a report or other document signed by a doctor, police officer, firefighter or inspector named under a law or by-law can stand for their testimony. A party who nevertheless requests the presence of these people when the filing of the report or other document would have been sufficient may be ordered by the Tribunal to pay costs in an amount it sets.

When the Tribunal authorizes a person to testify remotely, the technological means used must allow the person to be identified, heard and seen live. The Tribunal may, however, after hearing the opinion of the parties, decide that the witness can be heard without being seen.