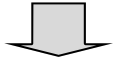


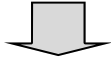
**TO SUMMON A WITNESS**

You do not need to issue a NOTICE TO ATTEND if a witness will appear voluntarily.



**STEP 1**

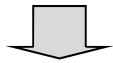
**COMPLETE** the NOTICE TO ATTEND. To complete this form, type or print clearly.



**STEP 2**

**PERSONALLY SERVE** the witness with the NOTICE TO ATTEND. The purpose of service is to make sure the witness knows about the requirement to come to court. You should bring your completed AFFIDAVIT OF SERVICE (Form 3) to court with you.

**When you serve the witness with the NOTICE TO ATTEND, at the same time you must provide conduct money in an amount sufficient to cover reasonable travelling expenses (such as bus fare or air fare) and reasonable expenses for accommodation and board if necessary.**



**STEP 3**

The witness must appear on the date set unless the judge has cancelled the NOTICE TO ATTEND. If a witness does not appear, the judge may issue a WARRANT FOR ARREST of the witness.

**If you want the witness to bring specific documents or other things list them here so the witness will know what is required.**

**Documents that you may want the witness to bring could include letters, invoices, receipts and contracts.**

# NOTICE TO ATTEND

IN THE TERRITORIAL COURT OF THE NORTHWEST TERRITORIES

REGISTRY FILE NO.
REGISTRY LOCATION

NOTICE TO ATTEND

**TO:** NAME  
Fill in the name, address and telephone number of the person you are requiring to come to Territorial Court.

ADDRESS  
CITY, TOWN, COMMUNITY TERRITORY/PROVINCE POSTAL CODE TELEPHONE

## IN THE CASE BETWEEN

Fill in the name of the plaintiff from the STATEMENT OF CLAIM.

NAME

**PLAINTIFF**

**AND**

Fill in the name of the defendant named in the STATEMENT OF CLAIM.

NAME

**DEFENDANT**

**AND**

Fill in the name of the third party named in the THIRD PARTY NOTICE, if any.

NAME

**THIRD PARTY**

**You are required to attend the Territorial Court of the Northwest Territories on**

Date

at

Time \_\_\_ M

or as soon after this time as the Territorial Court schedule allows.

at

Location of Hearing or Trial

to give evidence on behalf of \_\_\_\_\_ .  
(Party)

**You are required to bring the following documents and other things:**

Check box if section is continued on an ADDITIONAL PAGE (Form 45). Be sure to attach page.

### What must you do if you are served with a Notice to Attend?

- Attend Territorial Court at the time and place stated in the NOTICE TO ATTEND, and
- Bring to Territorial Court any records and other things required by the NOTICE TO ATTEND.

### Can the Notice 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 NOTICE TO ATTEND.

### What happens if you do not attend?

A judge may issue a WARRANT FOR ARREST for your arrest.

The amount of \$ \_\_\_\_\_ is enclosed for use as travelling expenses to enable you to come to Territorial Court.

\_\_\_\_\_  
Signature of Party Issuing Notice to Attend

\_\_\_\_\_  
Date