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## Important information

### When to use this form

Use this form when you want someone to appear as a witness in support of your case, you can apply to the Tribunal/Authority or the Chairperson for a witness summons. This means the person must attend and give evidence at your hearing.

### Applying to the Tribunal

Before the Tribunal/Authority sends a summons, it must be satisfied that your witness can give relevant evidence. Please provide a detailed summary of the evidence you think the witness will be able to provide.

If your witness doesn't want to or can't make a signed statement, you must give the Tribunal/Authority a 'will say' statement of evidence. This is a statement that is an accurate record of what the witness will say in evidence (it's not a statement of what you wish they would say)

### Giving (serving) the summons to the witness

Once the Tribunal/Authority has issued the summons, a case manager will give it to you. It's then your responsibility to deliver the summons to your witness (**note: Tenancy Tribunal summons are served by a bailiff**).

You can deliver it in person at least 24 hours before the witness must be at the hearing, or you can post it to the witness as a tracked, signature-required courier letter at least 10 days before the witness must be at the hearing.

### Paying the witness an appropriate fee and allowance

As the person requesting the witness to attend the hearing, you're liable to pay them a witness fee, allowance and travel expenses.

To find out how much you're liable to pay, see [www.legislation.govt.nz/regulation/public/1974/0124/latest/DLM42089.html](http://www.legislation.govt.nz/regulation/public/1974/0124/latest/DLM42089.html).

### Your witness is summoned but refuses to attend

It's an offence if a witness is summoned and doesn't attend the hearing or attends but doesn't bring the documents or records requested in the summons.

**Failing to comply with a summons may result in a fine of up to \$1500.**

### If you have received a summons

Contact the person who has summonsed you if you wish to discuss any witness fee, allowance and travel expenses before you contact the Tribunal/Authority.

If you need to contact Tribunal/Authority about this matter, then please call **0800 COURTS (0800 268 787)**.

Make sure you ask to speak with the relevant **Tribunal/Authority** and reference the **case number** which can be found at the top of this witness summons under the case details.

For more information about the Tribunal/Authority please visit [justice.govt.nz/tribunals/](http://justice.govt.nz/tribunals/)