Witness Summons



Case details

Please give the Tribunal/Authority, the case number and party names (or organisation) the summons relates to

	Tribunal or Authority			
Case numbe	r			
	Appellant/Applicant	v	Respondent/Other party	
Fι	ull name or organisation name	v	Full name or organisation name	
If there are m	ore parties to the case, please add	d their names (or	r organisation name if applicable) below	
Other names	5			
Other names	3 			
Witness sı	ummons details			
Full name	First	Middle	Surname	
Full Address				
You have be	en summoned to attend a hearir	ng at		
Venue				
Date	/ / (day/mon	th/year)		
Date Time	/ (day/mon	th/year)		
Time to give evide			ribunal/Authority; and please bring the	
Time to give evide	ence in relation to the proceeding		ribunal/Authority; and please bring the	
Time to give evide	ence in relation to the proceeding		ribunal/Authority; and please bring the	
Time to give evide	ence in relation to the proceeding		ribunal/Authority; and please bring the	
Time to give evide	ence in relation to the proceeding		ribunal/Authority; and please bring the	
Time to give evide	ence in relation to the proceeding		ribunal/Authority; and please bring the	
Time to give evide	ence in relation to the proceeding		ribunal/Authority; and please bring the	

Tribunal/Authority Signature

Date

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/1974/012 4/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/