

The information collected on this form is considered to be a public record as defined by section 27 of the Municipal Freedom of Information and Protection of Privacy Act. The legal authority to make the information public is section 1.0.1. of the Planning Act. Questions about this form can be directed to the Manager, Planning & Liaison, Court Services, 137 Edward Street, 2<sup>nd</sup> Floor, Toronto, Ontario M5G 2P1 or at 416-338-7320.

Case Information	
Case and/or File Number	Hearing Date (yyyy-mm-dd)

Requestor Information			
First Name		Last Name	
Company Name or Association Name (Association must be incorporated)			
Email			
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Telephone Number		Mobile Number	
If the request is filed by a representative, please identify the party below.			
First Name of Party		Last Name of Party	
Signature		Date (yyyy-mm-dd)	

Witness Information		
First Name	Last Name	Title
Street Number	Street Name	
Suite/Unit Number		Postal Code
City	Province	

# Request for Summons Form 11

## Reason(s) for Request

The relevance of the Person to the matter before the Toronto Local Appeal Body (TLAB).

The issues and the evidence relevant to the issues before TLAB.

Detailed Information must be provided. (If the TLAB Chair is not satisfied from the information provided that the evidence to be provided by the person is relevant to the issues before TLAB or is admissible, the summons shall not issue.)

## Instructions

The completed form must be returned to the Toronto Local Appeal Body by **email**. The TLAB's Rules of Practice and Procedure require that a summons be served in sufficient time to meet the timelines for timely disclosure. Please ensure that your request is filed with TLAB in sufficient time for it to be considered in accordance with the timelines to be respected in the Rules. A form must be completed for each person you are requesting approval to summons.

If your request is approved, you will be provided with a summons **and instructions for service**.

Please refer to the Toronto Local Appeal Body's Rules of Practice and Procedure for more information.

## Office Use Only

Approved

Request Further information

Motion Required

Signature

Date (yyyy-mm-dd)