|  |
| --- |
| ONTARIO |
| [SEAL] |  |  |  | Court File Number      |
| (Name of court) | Form 20B: Letter of Request |
|  | **at** |       |
|  | Court office address |
| Applicant(s) |
| Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any). |  | Lawyer’s name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any). |
|       |  |       |
|  |
| Respondent(s) |  |  |
| Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any). |  | Lawyer’s name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any). |
|       |  |       |
|  |
| **TO THE JUDICIAL AUTHORITIES OF** *(name of province, state or country):* |       |
| **A CASE HAS BEEN STARTED IN THIS COURT INVOLVING THE PERSONS NAMED ABOVE. EVIDENCE BEFORE THIS COURT SHOWS THAT A WITNESS LIVING IN YOUR JURISDICTION SHOULD BE QUESTIONED THERE.** |
| **THIS COURT HAS ISSUED A COMMISSION TO** *(name and address of commissioner)* |
|       |
| **TO QUESTION***(name and address of witness)* |       |
|       |
| **YOU ARE REQUESTED to have** *(name of witness)* |       |
|  | (a) | appear before the commissioner by the method normally used in your jurisdiction; |
|  | (b) | answer questions under oath or affirmation; and |
|  | (c) | bring to the examination the documents or things listed on Page 2 of this request. |
| **YOU ARE ALSO REQUESTED TO** allow the commissioner to have the witness questioned according to Ontario’s law of evidence, to Ontario’s rules of court and to the commission issued by this court. |
| **AND WHEN YOU REQUEST IT,** the courts in Ontario are ready and willing to do the same for you in a similar case. |
| **THIS LETTER OF REQUEST** is signed and sealed by a court order made on *(date of order)* |       |
|       |
|       |  |  |
| Date of signature |  | Clerk of the court |

|  |  |  |  |
| --- | --- | --- | --- |
| Form 20B: | Letter of Request | (page 2) | Court File Number  |
|  |  |
|  |
|  |
| (Give the date of every document that the witness should bring and give enough of a description of each document or thing that the witness must bring to identify it.) |
|       |
| Put a line through any blank space left on this page. If you need more space, add a sheet and number the page. |