



Explain how the witness is connected to the case.

Give a general description of the evidence the witness will provide at the hearing and explain why this evidence is relevant and necessary to resolve the application.

**Part 2: Documents Witness Must Bring to the Hearing**

| Name of Document | Reason Document is Required |
|------------------|-----------------------------|
|                  |                             |
|                  |                             |
|                  |                             |
|                  |                             |
|                  |                             |

**Signature**       Requester       Representative       Other

First Name

Last Name

Day Phone Number

LSUC #

(       )       -

**Important:** If you are a lawyer or paralegal, you must also attach a completed [Summons](#).

|           |                   |
|-----------|-------------------|
| Signature | Date (dd/mm/yyyy) |
|-----------|-------------------|

If the LTB approves your request and issues a summons, indicate how the LTB should provide the signed summons to you. The LTB will not serve the summons for you.

- Pick up at LTB office
- Mail to requester's address (*on the first page*)
- Email to requester at this email address: \_\_\_\_\_

**OFFICE USE ONLY:**

Delivery Method:     In Person     Mail     Courier     Email     Efile     Fax                      MS     FL