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| 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). | | | | | |
|  | | | | | | | | |  |  | | | | | |
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| **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)* | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | |
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| Date of signature | | | | | | | |  | | | Clerk of the court | | | | |

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| Form 20B: | Letter of Request | (page 2) | Court File Number |
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| (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. | | | |