



# Witness Summons

Name of court	
Case no.	
Applicant's name or serial no.	
Respondent's name and ref.	
Date issued	

To

**You are summoned to attend at** *(court address)*

on  of  at  (am)(pm)

(and each following day of the hearing until the court tells you that you are no longer required.)

- ☐ to give evidence in respect of the above case
- ☐ to produce the following document(s) *(give details)*

The sum of £  is paid or offered to you with this summons. This is to cover your travelling expenses to and from court and includes an amount by way of compensation for loss of time.

This summons was issued on the application of the applicant (respondent) or the applicant's (respondent's) solicitor whose name, address and reference number is:

## Do not ignore this summons

If you were offered money for travel expenses and compensation for loss of time, at the time it was served on you, you must –

- attend court on the date and time shown and/or produce documents as required by the summons; and
- take an oath or affirm as required for the purposes of answering questions about your evidence or the documents you have been asked to produce.

If you do not comply with this summons you will be liable, in county court proceedings, to a fine. In the High Court, disobedience of a witness summons is a contempt of court and you may be fined or imprisoned for contempt. You may also be liable to pay any wasted costs that arise because of your non-compliance.

**If you wish to set aside or vary this witness summons**, you may make an application to the court that issued it.

# Certificate of service

Case no.	
Serial no.	

I certify that the summons of which this is a true copy was served by posting to

(the witness)

on  at the address stated on the summons in accordance with the request  
of the applicant or his/her solicitor.

I enclosed a payable order for £  for the witness's expenses and compensation for loss of time.

Signed \_\_\_\_\_  
Officer of the Court