



Witness Summons

In the	
Claim no.	
Claimant (including ref.)	
Defendant (including ref.)	
Issued on	
Fee Account no.	

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 claim
- 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 claimant (defendant) or the claimant's (defendant's) legal representative's 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.

The court office at

is open between 10 am and 4 pm Monday to Friday. When corresponding with the court, please address forms or letters to the Court Manager and quote the claim number.

Claim no.

Certificate of service

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 their legal representative.

I enclosed a P.O. for £ _____ for the witness's expenses and compensation for loss of time.

Signed _____

Officer of the Court