

# Request for a witness summons

Your request for a witness summons will be considered by a Tribunal Judge or Registrar. If successful, you will be sent a witness summons. **You must give the summons to the witness at least 14 days before the date of the hearing.**

The witness may apply to the Tribunal Judge for the summons to be set aside.

## Your details

Appeal number

Your name - the person making this request

Your status in the appeal

Date of request

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## Details of your witness

Title

First name

Surname/Family name

Address

Postcode

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Occupation

## Your reasons for requesting a witness summons

They have  
(tick all relevant items)

- refused to attend (provide copy of relevant letters/emails)
- already provided a statement of the evidence
- been requested that they provide evidence in another way, such as phone or videolink

I consider that their personal attendance at the final hearing of the appeal is necessary because

The evidence that they can provide is necessary because

The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you in the context of tribunal proceedings.

For details of the standards we follow when processing your data, please visit the following address <https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>

To receive a paper copy of this privacy notice, please call 0300 123 1024 Textphone 18001 0300 123 1024. If calling from Scotland, please call 0300 790 6234 Textphone 18001 0300 790 6234.