

Instructions for Service of a Notice to Attend

The Notice to Attend **MUST** be served personally on the witness. You must also pay a fee to the witness at the time the Notice to Attend is served on them (\$10.00 a day for a regular witness, \$20.00 a day for an expert witness).

After serving the witness, the person who served the Notice to Attend must complete an Affidavit of Service before a Commissioner for Oaths. This may be done at the Residential Tenancy Dispute Resolution Service.

The sworn Affidavit of Service must be filed with the Residential Tenancy Dispute Resolution Service **prior** to the hearing time.

Case No: _____

APPLICANT: _____ Landlord Tenant

- and -

RESPONDENT: _____ Landlord Tenant

TO: _____
Full name of Witness

Complete address of Witness

You are summoned to appear before a Tenancy Dispute Officer at the Residential Tenancy Dispute Resolution Service office located at:

Main Floor, Rocky Mountain Plaza, 230-7th Avenue, S.E, Calgary, Alberta T2G OH9

The hearing is scheduled for _____, 20____ at _____
Date Time

at which time you will give evidence on behalf of the Applicant or Respondent.

Please bring with you any books, papers or other material that relate to this matter.
In particular, you are required to bring the following document(s):

PLEASE READ THE FOLLOWING:

**Failure to attend may result in an application being made to the
Court of Queen's Bench for a warrant requiring attendance of the person.**

Issued on _____, 20____, at the City of Calgary, Alberta

Tenancy Dispute Officer

Case No: _____

APPLICANT: _____ Landlord Tenant

- and -

RESPONDENT: _____ Landlord Tenant

Affidavit of Service for the Notice to Attend

I, _____
Print full name

of _____
Print complete address, including City/Town, and Province

Make oath and say / solemnly affirm and declare that I did, on _____, 20____
Date
personally serve _____ with a true copy of the Notice to Attend
at _____, together with \$ _____
conduct money.

SWORN/ AFFIRMED BEFORE ME at the City of Calgary,
in the Province of Alberta,

this _____ day of _____, 20____

Signature

A Commissioner for Oaths

(Printed or stamped name and expiry date)