

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.

You must ensure that the Affidavit of Service is faxed to the RTDRS **prior** to your hearing.

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 via telephone conference. Please contact the RTDRS at toll-free 310-0000, then 780-644-3000 or advise the applicant/respondent of the telephone number you can be reached at for the hearing.

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 _____, 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 _____,
in the Province of Alberta,

this _____ day of _____, 20____

Signature

A Commissioner for Oaths

(Printed or stamped name and expiry date)