

17.

O. 9, r. 24(5);  
O. 15, r. 5(5)

LETTER OF REQUEST FOR EXAMINATION OF WITNESS  
OUT OF JURISDICTION / PERMISSION FOR EVIDENCE TO BE GIVEN  
BY LIVE VIDEO OR LIVE TELEVISION LINK BY  
WITNESS OUT OF JURISDICTION

1.	Sender	
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2.	Central Authority of the Requested State	
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3.	Person to whom the executed request is to be returned	
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4.	Specification of the date by which the requesting authority requires receipt of the response to the Letter of Request	
	Date	
	Reason for urgency*	

5.	a	Requesting authority	
	b	To the Competent Authority of	
	c	Names of the case and any identifying number	

6.	Names and addresses of the parties and their representatives (including representatives in the Requested State*)		
	a	Plaintiff/Claimant	
		Representatives	
	b	Defendant	

	Representatives	
c	Other parties	
	Representatives	

7. a	Nature of the proceedings (divorce, paternity, breach of contract, product liability, etc.)	
b	Summary of complaint	
c	Summary of defence and counterclaim*	
d	Other necessary information or documents*	

8. a	Evidence to be obtained or other judicial act to be performed	
b	Purpose of the evidence or judicial act sought	

9.	Identity and address of any person to be examined*	
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10.	Questions to be put to the persons to be examined or statement of the subject matter about which they are to be examined*	
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11.	Documents or other property to be inspected*	
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12.	Any requirement that the evidence be given on oath or affirmation and any special form to be used*	
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13.	Special methods or procedure to be followed (e.g., oral or in writing, verbatim transcript or summary, cross-examination, etc.)*	
14.	Request for notification of the time and place for the execution of the Request and identity and address of any person to be notified*	
15.	Request for attendance or participation of judicial personnel of the requesting authority at the execution of the Letter of Request*	
16.	Specification of privilege or duty to refuse to give evidence under the law of the Requesting State*	
17.	The fees and costs incurred which are reimbursable will be borne by*	

Date of Request: [State date]

(Seal of the Court and signature of the Registrar)

(\*Use as appropriate)

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