

**SUBPOENA TO A WITNESS – Form 16**  
**ASSIGNATION À UN TÉMOIN – Formulaire 16**

COURT FILE NUMBER  
NUMÉRO DE DOSSIER DE LA COUR

CANADA: PROVINCE OF BRITISH COLUMBIA,  
PROVINCE DE LA COLOMBIE-BRITANNIQUE,

POLICE CASE NUMBER  
NUMÉRO DE PROCÈS-VERBAL

To/À \_\_\_\_\_

\_\_\_\_\_  
Telephone (Res/Dom.)  
Téléphone (Bus./Bureau)  
  
(Other/Autre)

**WHEREAS/ATTENDU QUE**

has (have) been charged with/a (ont) été inculpé(e/s) d'avoir

Offence Date / Date de l'infraction	Place / lieu	Offence Description / Description de l'infraction	Section / Article	Act / Loi
-------------------------------------	--------------	---	-------------------	-----------

and it has been made to appear that you are likely to give material evidence for the  prosecution  defence

et qu'on a donné à entendre que vous êtes probablement en état de rendre un témoignage essentiel pour  la poursuite.  la défense

**THIS IS THEREFORE TO COMMAND** you to attend court on

**À CES CAUSES, LES PRÉSENTES ONT POUR OBJET DE VOUS ENJOINDRE** de vous présenter au tribunal le

(date) \_\_\_\_\_ at/à (time/heure) \_\_\_\_\_ .m.

at/au (court/tribunal) \_\_\_\_\_ of British Columbia at / de la Colombie-Britannique à

(address/adresse) \_\_\_\_\_ ,

British Columbia, to give evidence concerning the charge,

(check if applicable) and to bring with you anything in your possession or under your control that relates to the said charge, and more particularly the following:

Colombie-Britannique, pour témoigner au sujet de l'inculpation  et d'apporter avec vous tout article en votre possession ou sous votre contrôle qui se rapporte à ladite inculpation, et plus particulièrement l'article ou les articles suivant(s):

Dated/Fait le: \_\_\_\_\_

at/à: \_\_\_\_\_

British Columbia/Colombie-Britannique

\_\_\_\_\_  
*A Judge / Justice of the Peace in and for the Province of British Columbia or Clerk of the Court  
Un juge / juge de paix dans et pour la province de la Colombie-Britannique ou greffier du tribunal*

**NOTICE TO WITNESS (See reverse side for more information)**

The Subpoena above is a Court Order. Please be advised that failure to comply with this Court Order may result in a warrant being issued for your arrest. The following information and that which is on the reverse is provided for your assistance.

If you have any questions, please contact:  
(name/address/telephone number)

Si vous vous posez des questions, veuillez communiquer avec :  
(Nom/adresse/numéro de téléphone)

Attendance / Details      Comparution/Détails

**AVIS AU TÉMOIN (Pour plus d'information, voir au verso)**

L'assignation ci-dessus est une ordonnance de la cour. Sachez que le défaut de vous conformer à cette ordonnance de la cour peut donner lieu à la délivrance d'un mandat d'arrestation contre vous. L'information suivante et celle que vous trouverez au verso sont fournies pour vous aider.

## STATEMENT OF SERVICE

I, \_\_\_\_\_, a Peace Officer of the \_\_\_\_\_

certify that on \_\_\_\_\_ I served \_\_\_\_\_, the person named as witness in the Subpoena to a Witness with a true copy of the within subpoena in the manner indicated below, namely,

(Mark appropriate box)

(a) by delivering it to him/her personally at \_\_\_\_\_

(b) by leaving it for him/her at his/her last or usual place of abode with

\_\_\_\_\_  
(name and relationship to witness)

who appeared to be at least 16 years of age, because the witness could not conveniently be found;

(c) the witness being a municipal corporation, by delivering it personally to the *mayor/reeve* or other *chief officer* of the *corporation*/or to the *secretary/treasurer*/or *clerk* of the corporation, namely

(d) the witness being a corporation other than a municipal corporation by delivering it personally to the *manager/secretary*/or other *executive officer* of the *corporation*/or of a *branch* of the corporation, namely

Dated: \_\_\_\_\_

at: \_\_\_\_\_

British Columbia

\_\_\_\_\_  
(Signature of Peace Officer)

## STATEMENT OF ATTEMPTED SERVICE

I, \_\_\_\_\_, a Peace Officer of \_\_\_\_\_

certify that I attempted to serve a copy of this Subpoena upon \_\_\_\_\_ (accused / witness)

by doing the following: (Mark appropriate box)

1. That I did on \_\_\_\_\_ (date) attend at \_\_\_\_\_ (address)

and determined that

Witness moved on \_\_\_\_\_ (date) **N.F.A.** or to: \_\_\_\_\_ (address)

Manager/Occupant reports witness is not known to them and does not presently live there;

There is no such address in \_\_\_\_\_ (city)

The witness may be evading service, because card(s) and/or telephone message(s) have been left at his/her confirmed residence on \_\_\_\_\_ (date) and no responses have come as a result; or,

Other: \_\_\_\_\_

2. That I am informed that the total number of attempts, including my own, to serve this Subpoena were \_\_\_\_\_.

Dated: \_\_\_\_\_

at: \_\_\_\_\_

British Columbia

\_\_\_\_\_  
(Signature of Peace Officer)

## IMPORTANT INFORMATION FOR WITNESSES

You have been subpoenaed to be a witness because you have important knowledge about the case.

You may believe that you do not know anything about the case, however you may know something significant to the case which may not seem important to you.

The subpoena requires that you testify in Court even though you may have already given an oral or written statement.

Please ensure that you bring your copy of the subpoena and anything else specified in the subpoena with you to Court.

The contact information for the party calling you as a witness is provided on the reverse side of this form. You may contact them if you have any problems or questions concerning your Court attendance.

Court dates may change so you should ensure that the party calling you has your current address and telephone number.

Although you must attend Court at the time specified in the subpoena, you may have to wait outside of the courtroom until it is your turn to testify. You may ask a friend or relative to wait with you or you may bring a book or magazine to help pass the time.

When you are called into court to testify you will be asked to step into the witness box and you have the option of **swearing an oath** in keeping with your own religion or **making a solemn affirmation** that the evidence you will give is the truth. A solemn affirmation is a solemn promise that has the same effect as a religious oath. If you do not tell the Court Clerk which one you want, your evidence will be taken by solemn affirmation.

After you have given your evidence and are excused by the Court, you are free to leave. You may stay in the courtroom if you wish, unless you are expected to testify again later in the proceedings.

If you are employed, your employer must not discharge, suspend, intimidate, coerce, impose any financial or other penalty on, or otherwise discriminate against you because you were absent from work to appear in Court as a witness in a proceeding respecting an offence.

## STATEMENT OF SERVICE

I, \_\_\_\_\_, a Peace Officer of the \_\_\_\_\_

certify that on \_\_\_\_\_ I served \_\_\_\_\_, the person named as witness in the Subpoena to a Witness with a true copy of the within subpoena in the manner indicated below, namely,

(Mark appropriate box)

(a) by delivering it to him/her personally at \_\_\_\_\_

(b) by leaving it for him/her at his/her last or usual place of abode with

(name and relationship to witness)

\_\_\_\_\_ who appeared to be at least 16 years of age, because the witness could not conveniently be found;

(c) the witness being a municipal corporation, by delivering it personally to the *mayor/reeve* or other *chief officer* of the *corporation*/or to the *secretary/treasurer/or clerk* of the corporation, namely

(d) the witness being a corporation other than a municipal corporation by delivering it personally to the *manager/secretary/or other executive officer* of the *corporation/or* of a *branch* of the corporation, namely

Dated: \_\_\_\_\_

at: \_\_\_\_\_

British Columbia

\_\_\_\_\_  
(Signature of Peace Officer)

## STATEMENT OF ATTEMPTED SERVICE

I, \_\_\_\_\_, a Peace Officer of \_\_\_\_\_

certify that I attempted to serve a copy of this Subpoena upon \_\_\_\_\_ (accused / witness)

by doing the following: (Mark appropriate box)

1. That I did on \_\_\_\_\_ (date) attend at \_\_\_\_\_ (address)

and determined that

Witness moved on \_\_\_\_\_ (date) **N.F.A.** or to: \_\_\_\_\_ (address)

Manager/Occupant reports witness is not known to them and does not presently live there;

There is no such address in \_\_\_\_\_ (city)

The witness may be evading service, because card(s) and/or telephone message(s) have been left at his/her confirmed residence on \_\_\_\_\_ (date) and no responses have come as a result; or,

Other: \_\_\_\_\_

2. That I am informed that the total number of attempts, including my own, to serve this Subpoena were \_\_\_\_\_ .

Dated: \_\_\_\_\_

at: \_\_\_\_\_

British Columbia

\_\_\_\_\_  
(Signature of Peace Officer)

## IMPORTANT INFORMATION FOR WITNESSES

You have been subpoenaed to be a witness because you have important knowledge about the case.

You may believe that you do not know anything about the case, however you may know something significant to the case which may not seem important to you.

The subpoena requires that you testify in Court even though you may have already given an oral or written statement.

Please ensure that you bring your copy of the subpoena and anything else specified in the subpoena with you to Court.

The contact information for the party calling you as a witness is provided on the reverse side of this form. You may contact them if you have any problems or questions concerning your Court attendance.

Court dates may change so you should ensure that the party calling you has your current address and telephone number.

Although you must attend Court at the time specified in the subpoena, you may have to wait outside of the courtroom until it is your turn to testify. You may ask a friend or relative to wait with you or you may bring a book or magazine to help pass the time.

When you are called into court to testify you will be asked to step into the witness box and to make a **solemn affirmation** or to **swear an oath** that the evidence you will give is the truth. A solemn affirmation is a solemn promise that has the same effect as a religious oath. You should tell the Court Clerk which one you want to make.

After you have given your evidence and are excused by the Court, you are free to leave. You may stay in the courtroom if you wish, unless you are expected to testify again later in the proceedings.

If you are employed, your employer must not discharge, suspend, intimidate, coerce, impose any financial or other penalty on, or otherwise discriminate against you because you were absent from work to appear in Court as a witness in a proceeding respecting an offence.