# Form 30 [Rule 6.22(4)]

Clerk’s Stamp

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| COURT FILE NUMBER |  |
| COURT | COURT OF KING’S BENCH OF ALBERTA |
| JUDICIAL CENTRE |  |
| PLAINTIFF(S) |  |
| DEFENDANT(S) |  |
| DOCUMENT | **LETTER OF REQUEST TO JUDICIAL AUTHORITY** |

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| --- | --- |
| ADDRESS FOR SERVICE AND  CONTACT INFORMATION OF  PARTY PREPARING THIS DOCUMENT |  |

**TO: THE JUDICIAL AUTHORITY OF** **[JURISDICTION] IN RELATION TO** **[NAME OF WITNESS]**

1. Pursuant to the order of      , a certified copy of which is attached, the Alberta Court is convinced that it is necessary to question [name] in your court jurisdiction.

2. The date, time and place for questioning of [name] is as follows:

DATE:

TIME:

PLACE:

3. The Alberta Court has directed [name] be given       days’ (hours’) notice of the date for this questioning and directed that this questioning be conducted before [name].

4. [Name] has been directed by the Alberta Court to bring the following documents to this questioning:

(a)

(b)

5. The form of oath that should be administered to [name] at this questioning is as follows:

(a) Please place your hand on the Bible. Do you solemnly swear that the evidence that you are about to give shall be the truth, the whole truth and nothing but the truth, so help you God?

**OR**

(b) Do you solemnly affirm that the evidence that you are about to give shall be the truth, the whole truth and nothing but the truth?

6. The Alberta Court has also directed that the sum of $      be paid to [name] in relation to this questioning. The amount of this allowance was calculated as follows:

|  |  |
| --- | --- |
| Allowance payable for each day or part of a day necessarily spent by you as a witness: | $ |
| Meals | $ |
| Accommodation | $ |
| Transportation | $ |
| **TOTAL** | **$** |
|  |  |

7. The Alberta Court requests that you cause the necessary order or document to be issued to require [name] to attend before [name] (and produce the records listed above) and it be permitted that such questioning be carried out in accordance with the *Alberta Rules of Court*.

DATE:

CERTIFICATE OF CLERK OF THE COURT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_