



TRIBUNAL ADMINISTRATIF DU QUÉBEC

SECTION : Select the Section of the Tribunal at issue in this case from the drop-down list.

TAQ file number : Indicate the file number starting with SAS, SAI, STE or SAE.

Refer to the information indicated in the correspondence from the Tribunal.

Applicant

Respondent

Impleaded party

This subpoena must be issued at least 10 days before the hearing. In case of urgency, an administrative judge may reduce the time period for service; the time period may not be less than 12 hours.

SUBPOENA

Summoning a witness / s. 132 of the Act respecting administrative justice

We order :



Please indicate the full contact information of the witness summoned to appear.
• Last name, first name
• Profession
• Address (civic number, street)
• Municipality, province, postal code

TO APPEAR before the Tribunal

TO APPEAR before the Tribunal AND BRING :



If the witness must bring documents relevant to the case with him/her, please list them here.

to testify in the case involving the parties referred to in the heading, at the following location, date, and time :

Indicate the date of the hearing.

Date :

Location :

Indicate the full address and all details concerning the location where the hearing will be held. Refer to the information appearing in the notice of hearing.

Time :



Indicate the time of the hearing.

TO PROVIDE the following documents, without any obligation to appear before the Tribunal :

Signed in : \_\_\_\_\_ , on \_\_\_\_\_

Administrative Judge or Counsel

This section is reserved exclusively for the Tribunal.

REDUCTION OF TIME PERIOD FOR NOTIFICATION

Due to urgency, the time period for notification is reduced to \_\_\_\_\_ before the appearance.

Signature of Administrative Judge : \_\_\_\_\_

Date : \_\_\_\_\_

### Obligation to appear

- The subpoena requires you to testify about what you know, produce a document, or both.
- If you have been asked only to provide documents, please send them to the Secretariat of the Tribunal at one of the addresses appearing at the bottom of this page. Please indicate the TAQ file number provided in this subpoena on the sealed envelope.

### Notification of the subpoena

The party summoning you to appear to testify must provide you with this subpoena at least 10 days before the hearing. In case of urgency, an administrative judge of the Tribunal may reduce this time period; however, this subpoena must be brought to your attention at least 12 hours before the hearing.

### Witness compensation

If you are summoned to appear in a case involving matters of municipal taxation or expropriation (SAI), you may request compensation from the party summoning you.

### Certificate of attendance

You may obtain a certificate of your attendance at the hearing. To that end, please contact the Secretariat of the Tribunal at :

#### Montreal

Tribunal Administratif du Québec  
Secretariat  
500 René-Lévesque Boulevard West  
21st floor  
Montreal, Quebec  
H2Z 1W7

#### Quebec

Tribunal Administratif du Québec  
Secretariat  
575 Jacques-Parizeau Street  
Quebec, Quebec  
G1R 5R4

	Telephone	Fax
Montreal area	514-873-7154	514-873-8288
Quebec City area	418-643-3418	418-643-5335
Elsewhere in Quebec	1-800-567-0278 (toll-free)	

[tribunal.administratif@taq.gouv.qc.ca](mailto:tribunal.administratif@taq.gouv.qc.ca)

ADMINISTRATIVE TRIBUNAL DU QUÉBEC

TAQ file No. :

Applicant

Respondent

Impleaded party

SUBPOENA

Subpoena issued at the request of :

Contact information :