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| BW | APPLICATION FOR NOTICE TO ATTEND/ **NOTICE TO ATTEND AND PRODUCE** | |
| **APPLICABLE SECTION OF THE EMPLOYMENT STANDARDS APPEALS RULES OF PROCEDURE:**  **SECTION 7** |

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| * Please type or print clearly. Attach additional information if necessary. * Parties must use this form when seeking to have the Board require the attendance of witnesses or the production of documents. * For further information refer to the *Rules of Procedure for Employment Standards Appeals* or call the Labour Relations Board at (780) 422-5926 (Edmonton) or (403) 297-4334 (Calgary). * Any personal information provided herein is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (“FOIP”), for the purpose of processing your application to the Labour Relations Board.  Any further personal information received in written or oral submissions will be collected under that authority.  The collection, use and disclosure of this information is managed pursuant to FOIP.  Any information provided to the Board that is relevant to the application must in the normal course be provided to all affected parties to the application, so all parties know the case to be heard and have an opportunity to respond.  Questions about the collection or use of personal information can be posed to the Board’s FOIP Coordinator at 501, 10808 99 Avenue, Edmonton, AB, T5K 0G5, or (780) 422-5926. |

**WHAT IS THE PROCEEDING BEFORE THE BOARD?**

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| (Set out the style of cause of the proceeding to which this application relates.)  Board File Number: |

## TYPE OF NOTICE(S) SOUGHT

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| \_\_\_\_\_ Notice to attend to give evidence at hearing: Number \_\_\_\_\_\_\_\_  \_\_\_\_\_ Notice to attend to give evidence and produce documents at hearing: Number \_\_\_\_\_\_\_\_  \_\_\_\_\_ Notice to produce documents for examination prior to hearing: Number \_\_\_\_\_\_\_\_ |

## PARTY APPLYING FOR THE NOTICES

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| Name:  Mailing Address:  Postal Code: |  | Telephone Number:  Fax Number: |
| If ordered, where and how should the notices be returned to you? *(Delivery by messenger is the responsibility of the applicant.)* | | |

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| **Complete and deliver to:**  Labour Relations Board Labour Relations Board#640 10155-102 Street NW #308, 1212 31 Avenue, N.E.  Edmonton, AB T5J 4G8 Calgary, AB T2E 7S8  Fax: (780) 422-0970 Fax: (403) 297-5884  Email: Alrb.esappeals@gov.ab.ca  (*Applications can be emailed or faxed to the Board.  The Board does not require original applications.)* |  | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **COMPLETE ONE PAGE FOR EACH POTENTIAL WITNESS AND ATTACH TO REQUEST FORM.** |

**NAME OF WITNESS REQUIRED?**

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| Name:  Mailing Address: (*if known*)  Postal Code: |

**WHAT ARE THE DOCUMENTS YOU REQUIRE PRODUCED BY THIS WITNESS? *(describe in sufficient detail that the Board can satisfy itself that the witness can identify and produce the documents without undue difficulty.)***

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**WHEN IS THE WITNESS REQUIRED?**

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| Date (s) hearing scheduled:  Proposed date for production of documents prior to hearing:  Proposed date and time for witness to attend hearing:  (*Appearances by witness should be staggered where appropriate.)*  The Board’s *Rules of Procedure for Employment Standards Appeals* provide that a notice must be served within a reasonable time before the hearing date. |

**WHY IS THIS NOTICE REQUIRED? *(describe in sufficient detail to enable the Board to determine the validity of the request.)***

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