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|  | 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 in this form is collected by the Labour Relations Board pursuant to section 4(c) of the *Protection of Privacy Act* (“POPA”) to process the appeal before the Appeal Body. Any further personal information received in connection with this application will be collected under that authority. The collection and use of personal information is managed pursuant to POPA. Disclosure of this information is managed pursuant to POPA and the *Access to Information Act* (“ATIA”). Please direct questions on the collection or use of personal information to the Board Officer assigned to your file, or to the Board’s Privacy Coordinator at 640, 10155 102 Street, Edmonton, AB, T5J 4G8, or (780) 422-5926. * Please note that any relevant information provided to the Appeal Body must be provided to all affected parties so they know the case to be heard and have an opportunity to respond. |

**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  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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