

# Application for a Notice to Attend or Produce Documents

See *Practice Guideline #2A – Notice to Attend or Notice to Produce Documents* has information about Notice to Attend or Produce Documents

## Section 1: Claim/Account information

Claim/Account #:

## Section 2: Applicant contact information

Name of Person (or Company) Applying

Street

Apartment, Suite, Unit Number or PO Box #

City/Town

Province

Postal Code

Home Phone

Work Phone

Cell Phone

Fax Number

Email Address

## Section 3: Representative information

Representative's Name (if applicable)

Street

Apartment, Suite, Unit Number or PO Box #

City/Town

Province

Postal Code

Work Phone

Cell Phone

Fax Number

Email Address

## Section 4: Witness contact information

Name of Individual

Street

Apartment, Suite, Unit Number or PO Box #

City/Town

Province

Postal Code

Work Phone

Cell Phone

Fax Number

Email Address

**If the contact information changes, you must update the Appeals Commission immediately.**

### Section 5: Other required information

Hearing Date	Hearing Time	Hearing Location
If documents are requested, I have attached a detailed description of the documents.		<input type="checkbox"/> Check to confirm

### Section 6: Reasons

Please select all the reasons that apply to your request:

<input type="checkbox"/> Reason 1	The person receiving the notice has access to the evidence or documents required.
<input type="checkbox"/> Reason 2	The person and/or the evidence or documents will significantly help determine one or more of the issues raised in the appeal.
<input type="checkbox"/> Reason 3	The evidence or documents are not in the Appeals Document Package.
<input type="checkbox"/> Reason 4	There is no other way to get the evidence or documents.
<input type="checkbox"/> Reason 5	Other reasons.
<input type="checkbox"/> Reason 6	I have asked the witness to voluntarily come to the hearing and/or produce the evidence or documents and the witnesses have refused to do so.

### Section 7: Details of the reasons

Please explain specifically why the reason(s) you selected in section 6 make it necessary to issue a Notice.

Reason # ____:	<hr/> <hr/> <hr/>
Reason # ____:	<hr/> <hr/> <hr/>
Reason # ____:	<hr/> <hr/> <hr/>

**If you need more space for your detailed reasons, please copy this page and continue your explanations.**

**Conduct Money Worksheet**

<b>Conduct money</b>			Rate		Amount
<b>Daily allowance</b>					
Witness	# of days		X	\$50	= \$
Expert witness	# hrs		X		= \$
<b>Meals</b>					
	# of breakfasts		X	\$9.20	= \$
	# of lunches		X	\$11.60	= \$
	# of dinners		X	\$20.75	= \$
<b>Accommodation</b>					
Estimated* cost for a reasonable hotel room	# of nights		X		= \$
OR Allowance for private accommodation	# of nights		X	\$20.15	= \$
<b>Travel</b>					
Driving distance	in kilometers		X	\$0.505	= \$
OR public transportation	Actual cost				\$
OR actual airfare (for distances over 200Km only)	Actual cost				\$
<b>Photocopying</b>					
Pages copied under the Notice to Produce Documents	# of pages		X	\$0.15	= \$
<b>TOTAL</b>					\$

\*Where the estimated costs are lower than the actual costs, the witness should advise the applicant and the hearing panel. The applicant will be expected to reimburse the witness for the additional costs.

## Section 8: Signature

\_\_\_\_\_  
Signature of the applicant or representative

\_\_\_\_\_  
Date (DD/MM/YYYY)

\_\_\_\_\_  
Print name of person signing

You can file this form online through our website or you can deliver a paper copy by mail, fax, personal delivery or courier to one of our two offices.

### Edmonton

Appeals Commission for Alberta Workers' Compensation  
1100, 10405 Jasper Avenue  
Edmonton AB T5J 3N4  
Tel: 780-412-8700  
Fax: 780-412-8701

### Calgary

Appeals Commission for Alberta Workers' Compensation  
2300, 801 – 6<sup>th</sup> Avenue SW  
Calgary AB T2P 3W2  
Tel: 403-508-8800  
Fax: 403-508-8822

You can view our web site at: [www.appealscommission.ab.ca](http://www.appealscommission.ab.ca)

### **Collection, Use and Disclosure of Personal Information:**

- The personal information that you are being asked to provide is collected under the authority of section 33(c), and managed in accordance with the *Freedom of Information and Protection of Privacy Act*.
- The information will be used for the purpose of processing your request for a hearing with the Appeals Commission for Alberta Workers' Compensation.
- It is important that every party to the appeal knows the case that is to be heard and has an opportunity to respond.
- Because of this, we share all documents related to the appeal with all other parties to the appeal and the Workers' Compensation Board.
- The information you provide may also be used for quality assurance and training purposes.
- If you have any questions regarding the collection, use or disclosure of your personal information, please contact the Appeals Commission.

For Appeals Commission  
Use Only