



**Licence Appeal Tribunal**

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**Certificate of Service**

**IMPORTANT INFORMATION**

- The purpose of this Certificate of Service is to verify that a copy of a document has been served to the necessary party(ies), in accordance with the Tribunal's Rules of Practice (available at [www.lat.gov.on.ca](http://www.lat.gov.on.ca)).
- It is your responsibility to make sure you are following the Tribunal's Rules of Practice, which contain specific requirements for the distribution, serving and filing of documents.
- A Certificate of Service must be completed for each party you serve a document to.

I certify that I, \_\_\_\_\_ Your last name \_\_\_\_\_ Your first name

on the date of, \_\_\_\_\_ (yyyy/mm/dd) served the following documents: (check all that apply)

- Notice of Appeal                       Notice of Withdrawal    Summons
- Declaration of Representative    Motion                               Request for an Adjournment
- Evidence/Disclosure  
Briefly describe Evidence/Disclosure
- Other  
Briefly describe

on the following party,

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

by the following method:

- Regular Mail                               Personal Delivery to the Party                       Courier
- Facsimile                                       Certified or Registered Mail
- Other method as directed by Tribunal  
Indicate method directed by Tribunal and when direction was given

Signed by:

Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy/mm/dd)

The Licence Appeal Tribunal collects the personal information requested on this form under section 3 of the *Licence Appeal Tribunal Act, 1999*. This information will be used to determine appeals under this Act. After an appeal is filed, all information may become available to the public. Any questions about this collection may be directed to the Licence Appeal Tribunal at 416 314-4260 or toll-free at 1 800 255-2214.