
ii. Information required for summons to appear

The authority which issued the summons should be clearly named and the summons should be duly signed by an official of the competent authority. For the purpose of establishing the authenticity of the request, it is important to identify precisely the competent judge or prosecutor or any other competent official, as well as the seal of a particular office.

For summons to appear, the approximate allowances payable and the travelling and subsistence expenses refundable should be included. Furthermore, the requirement to notify the person concerned of any particular rights should be clearly described.

Request for service of documents, in particular summons to appear as a witness or expert, should respect the wording of Article 8 of the MLA Convention, which provides for guarantees for the immunity of these persons. Therefore it is not advisable to use standard national forms.