



Administrative Decisions Tribunal
New South Wales

APPLICATION FOR LEAVE TO SERVE SUMMONS INTERSTATE

Service and Execution of Process Act 1992 (Cth)

PARTIES

Applicant: _____

Respondent: _____

File Number: _____

Division: _____

Member's name _____

Date of Hearing: _____

PERSON APPLYING TO ISSUE THE SUMMONS

I, (insert name) _____

Of _____

make application to the Administrative Decisions Tribunal for an order giving leave to serve the attached summons outside the State of New South Wales.

DECLARATIONS

In support the application, I make the following declarations:

1. The giving of evidence likely to be given by the person to whom the summons is addressed, or the production of a document or other thing specified in the summons, is necessary in the interests of justice. Provide details
2. There is enough time for the person named in the summons to comply with the summons without hardship or serious inconvenience.
3. There is enough time for the person named in the summons to make an application under Section 61 of the *Service and Execution of Process Act 1992 (Cth)*.
4. I undertake to serve or to make arrangements for the summons to be served in accordance with Section 138 of the *Administrative Decisions Act 1997*.
5. The summons contains an address for service of the person at whose request the summons was issued.
6. I undertake that the time of service, or at some reasonable time before the person to whom the summons is addressed is required to comply, allowance and travelling expenses sufficient to meet the person's reasonable expenses of complying with the summons will be paid or tendered to the person.

SIGNATURE

Signed by _____

Date _____

Name _____

Applicant Respondent Legal Representative for Applicant / Respondent (delete one)

ORDERS

Leave is Granted an Order is Made **or** Refused

The summons is to be served on or before _____

Any other conditions _____

Judicial Officer

Date

REGISTRY DETAILS

Level 15, St James Centre, 111 Elizabeth St Sydney 2000
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