

SUBPOENA FOR PRODUCTION AND TO GIVE EVIDENCE

To: [name]
of: [address]

You are hereby required to attend and produce this subpoena and such of the documents and things described in the schedule as are in your possession or control, and attend for the purpose of giving evidence—

- (a) before the Court;
- (b) at [court location]
- (c) on [date] [month] [year]

and until you are excused from further attending; but

(i) you need not attend or produce any document on any day unless reasonable expenses have been paid or tendered to you; If you are requested to attend or produce to the Court by a police officer or public officer, the costs of attendance/production may be reimbursed to you after the date of attendance/production.

(ii) you need not comply with this subpoena if it is served on you after [date].

Schedule

Parties: [name of prosecutor/applicant] v [name of defendant/respondent]
Proceedings: [short description of Proceedings]

Your attendance is required on behalf of the [prosecutor/applicant or defendant/respondent]
Contact details: [name, address & telephone number of prosecutor/applicant or defendant/respondent issuing the subpoena]

This subpoena was issued by:

Name:
Address:

Police Officer /Public Officer/Registrar
Date:

Notes:

- 1. A public officer or police officer commencing proceedings may sign and issue a subpoena.
- 2. A registrar may issue a subpoena at the request of any other party to proceedings.
- 3. Where this subpoena requires you to produce a document, you may comply with the subpoena by producing a CLEAN SHARP PHOTOCOPY of the document,
- 4. If you do not comply with this subpoena you may be arrested.
- 5. The person who produces a document pursuant to a subpoena must advise the registrar as to whether the document is an original document or a copy and must elect whether the document is to be disposed of by registrar or returned to the person.

ELECTION BY NAMED IN SUBPOENA ON RETURN OF DOCUMENTS

The document is: *a) an original or *b) a copy
I elect to have the documents: *a) returned to me or *b) disposed of by the registrar

Signed: Date: / /

Name: Address

*Please indicate which applies.

Statement for Service of Subpoena:

I of
(Occupation).....

I am aged 16 years or more.

I did serve a copy of this subpoena on the witness on .../...../..... by delivering a copy: [state manner of service]

Signed:.....
Name:

Witness:.....
Name:.....