

## NOTICE TO PRODUCE TO COURT

### COURT DETAILS

Court  
#Division  
#List  
Registry  
Case number

### TITLE OF PROCEEDINGS

[First] plaintiff **[name]**

#Second plaintiff #Number of  
plaintiffs (if more than two)

[First] defendant **[name]**

#Second defendant #Number of  
defendants (if more than two)

### PREPARATION DETAILS

Prepared for **[name]** [role of party eg plaintiff]

#Legal representative [solicitor on record] [firm]

#Legal representative reference [reference number]

Contact name and telephone [name] [telephone]

#Contact email [email address]

### NOTICE TO PRODUCE

[name] [role of party]

You are required to produce the following documents or things to the [#court #examiner]:

1 [list documents or things].

### SIGNATURE

#Signature of legal representative

#Signature of or on behalf of  
party if not legally represented

Capacity [eg solicitor, authorised officer, role of party]

Date of signature

**HOW TO RESPOND**

You must comply with this notice to produce:

- by producing this notice, or a copy of it, and the documents or things specified above to the [#court #examiner] at the time, date and place specified for production below, or
- by delivering or sending this notice, or a copy of it, and the documents or things specified above to the registrar at the address below so that they are received not less than 2 clear days before the date specified for production.

For further information, see UCPR Part 34.

**DATE TIME AND PLACE AT WHICH YOU MUST ATTEND TO PRODUCE THIS NOTICE OR A COPY OF IT AND DOCUMENTS OR THINGS**

Date

Time

Place

**ADDRESS TO WHICH THE NOTICE TO PRODUCE (OR COPY) AND DOCUMENTS OR THINGS MAY BE DELIVERED OR POSTED**

[insert registry address]

## NOTICE TO PERSON PRODUCING DOCUMENTS OR THINGS

You may produce copies of any documents you are required to produce, unless the notice to produce specifically requires you to produce originals. A copy of a document may be:

- (a) a photocopy; or
- (b) in PDF format on a CD-ROM; or
- (c) in any other electronic form that the party that served the notice to produce has indicated to you will be acceptable.

**You must complete the Declaration below and produce this notice to produce containing the completed declaration, or a copy of it, with the documents you produce to the court under the notice to produce.**

If you declare that the material you produce is copies of documents, the Registrar may, without further notice to you, destroy the copies after the expiry of a period of four months from the conclusion of the proceeding or, if the documents become exhibits in the proceeding, when they are no longer required in connection with the proceeding, including on any appeal.

If the material you produce to the Court is or includes any original document, the Court will return all of the material to you at the address specified by you in the Declaration below.

## DECLARATION BY PERSON PRODUCING DOCUMENTS OR THINGS

[tick the relevant option below, (provide your address as appropriate), sign and date]

When the documents and things are no longer required by the court:

- All** of the material I am providing to the Court in compliance with this notice to produce to court is copies of documents. I acknowledge that the Court will destroy the copies once they are no longer required, without further notice to me.
- Some or all** of the material I am providing to the Court in compliance with this notice to produce to court is an **original** document. Once the material is no longer required, all of the material should be returned to me at the following address:

Address to which produced items  
should be returned (if applicable)

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Signature of person producing  
documents or things

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Name

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Date of signature