

## ORDER FOR PRODUCTION

### 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]

### ORDER TO PRODUCING PARTY

Name  
Address

You are ordered to produce this order for production and the documents and things specified in the Schedule to the court on the date specified for production.

### NOTICE TO PRODUCING PARTY

Instead of attending on the date specified for production, you may deliver or send a copy of this order for production and the documents and things specified in the Schedule to the address below so that they are received not less than 2 clear days before the date specified for production.

You need not comply with this order for production if it is served on or after [date].

[Note: date must be 5 clear days before the first return date of the order for production if served in NSW.]

**You must read the Information and complete the Declaration appearing on the last page of this document.**

**The following notice is given under UCPR 40.7(3):**

You will be liable to imprisonment or to sequestration of property if you refuse or neglect to produce the documents or things within the time specified in this order for production.

**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 ORDER FOR PRODUCTION AND DOCUMENTS OR THINGS MAY BE DELIVERED OR POSTED**

[insert registry address]

**SEAL AND SIGNATURE**

Court seal

Signature

Capacity

Date

**SCHEDULE**

The documents or things you must produce are as follows:

[List the documents or things. Attach another sheet if there is insufficient space.]

## INFORMATION FOR PRODUCING PARTY

You may produce copies of any documents you are ordered to produce, unless the order for production 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 who prepared this order for production has indicated will be acceptable.

**You must complete the Declaration below and return this order for production containing the completed declaration, or a copy of it, with any documents you produce to the Court under the order.**

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 PRODUCING PARTY

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

- All** of the material I am providing to the Court in compliance with the order for production 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 the order for production 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 producing party

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Name of producing party

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Date of signature

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