

LIST OF DOCUMENTS

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]

ORDER FOR DISCOVERY

Made on [date]

#SOLICITOR'S CERTIFICATE

I certify that:

1 #I have advised the [role of party] as to the obligations arising under an order for discovery.

#I have advised the following [#officers #employees #officers and employees] of [name of party], the [role of party], as to the obligations arising under an order for discovery:

(a) [list the officers and/or employees].

2 I am not aware of any documents within any of the classes specified in the order (other than excluded documents) that are, or that within the last 6 months before the commencement of the proceedings have been, in the possession of the party

ordered to produce the list of documents (other than those referred to in Part 1 or 2 of the list of documents).

Signature

Capacity [eg solicitor on record, contact solicitor]

Date of signature

#SIGNATURE OF OR ON BEHALF OF PARTY IF NOT LEGALLY REPRESENTED

Signature

Capacity [eg authorised officer, role of party]

Date of signature

[on separate page]

AFFIDAVIT

Name

Address

Occupation

Date

I [#say on oath #affirm]:

- 1 #I am the [role of party].

 #I am [give details of the capacity of the person making the affidavit and the facts that qualify the person to make the affidavit].
- 2 I have made reasonable enquiries as to the existence and location of the documents referred to in the order.
- 3 I believe that there are no documents (other than excluded documents) falling within any of the classes specified in the order that are, or that within the last 6 months before the commencement of the proceedings have been, in [#my possession (if deponent is the party) #the possession of the party ordered to produce the list of documents], other than the documents referred to in Part 1 or 2 of the list of documents.
- 4 I believe that the documents in Part 1 of the list are in [#my possession (if deponent is the party) #the possession of the party ordered to produce the list of documents].
- 5 #I believe that the documents in Part 2 of the list are within the possession of the persons respectively specified in that part.
- 6 #As to documents in Part 2 of the list in respect of which no person is specified, I do not know who possesses these documents.

7 As to the documents in the list that are claimed to be privileged documents, the facts relied on as establishing the existence of the privilege are as follows: [state facts].

#SWORN #AFFIRMED at

Signature of deponent

Signature of witness

Name of witness

Address of witness

Capacity of witness [#Justice of the peace #Solicitor #Barrister #Commissioner
for affidavits #Notary public]

Note: The deponent and witness must sign each page of the affidavit. See UCPR 35.7B.

[on separate page]

PART 1**Documents in possession of [role of party]**

Item no.	Nature of document/s	Number of documents in group (if applicable)	Date/period
1			

Documents where privilege is claimed

Item no.	Nature of document/s	Number of documents in group (if applicable)	Date/period	Circumstances under which privilege is claimed
1				

PART 2**Documents in possession of other persons**

Item no.	Nature of document/s	Number of documents in group (if applicable)	Date/period	Name of the person who the deponent believes has possession
1				