

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]

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]

[on separate page]

NOTICE REGARDING DESTRUCTION OR RETURN OF ITEM/S
Recipient of notice to produce to complete

This notice must be completed and attached to the notice to produce to court (or a copy of it) and returned with the produced item/s when complying with the notice to produce to court.

You should provide COPIES of the required item/s not original documents, except where originals are specifically required by the notice to produce. Copies of documents may be provided on CD-Rom in PDF format or by other electronic means in accordance with an agreed protocol.

Please tick the box which applies.

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

- I do not require them to be returned to me. I authorise the Registry Manager to destroy them securely at the appropriate time.
- I require them to be returned to me.

Signature of person producing
documents or things

Name

Date of signature

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