

SUBPOENA NOTICE AND DECLARATION

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)

ISSUING DETAILS

Issued at request of [name] [role of party eg plaintiff]

Issued in relation to subpoena to produce [#and give evidence] addressed to
[producing party name]

#Legal representative [solicitor on record] [firm]

#Legal representative reference [reference number]

Contact name and telephone [name] [telephone]

Any enquiries concerning compliance with the subpoena should be directed to this person.

The subpoena recipient must read the Notice and complete the Declaration appearing on the last page of this document.

PROPOSED ACCESS ORDER (District Court only) Issuing party to complete

[State the proposed access order for the subpoenaed material and accompanying reasons for that order.]

#[Role of party eg Plaintiff] to have first access for [number of days eg 7] days because [#that party may be entitled to claim privilege #specify other reasons]; thereafter, in the absence of further application, access to all parties.

#Access granted to all parties, because [#no claims for privilege are likely to arise #specify other reasons].

#[Specify proposed alternative access order with reason/s.]

[If the issuing party does not propose an access order the following access order will apply:]

Plaintiff to have first access for 7 days; thereafter, in the absence of further application, access to all parties.

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

[on separate page]

NOTICE TO SUBPOENA RECIPIENT

Always provide COPIES of the subpoenaed material (not originals) unless the subpoena specifically requires originals. Copies of documents may be provided on CD-Rom in PDF format, or by other electronic means acceptable to the party that issued the subpoena.

When the Court no longer requires the subpoenaed material, it will securely destroy any copies without further notice. If the subpoenaed material includes original material, or a mix of original and copied material, the Court will return all material to you at the address specified by you in the Declaration below.

You must complete the Declaration below, staple it to the subpoena (or a copy of it) and return it with the material you provide when complying with the subpoena.

DECLARATION BY SUBPOENA RECIPIENT

[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 attached subpoena is **copied** material. I acknowledge that the Court will destroy this copied material once it is no longer required, without further notice to me.

Some, or all of the material I am providing to the Court in compliance with the attached subpoena is **original** material. Once it is no longer required, all material should be returned to me at the following address:

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

Signature of subpoena recipient

Name of subpoena recipient

Date of signature
