

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]

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.]

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]

NOTICE UNDER UCPR 40.7 TO PRODUCING PARTY

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.

The documents and things produced by you in accordance with this order for production may be returned at the conclusion of the examination for which they are required by post to you at your address shown on this order for production. Alternatively, you can request that they be posted to another address. The request may be written on or attached to this order for production.

If you have incurred substantial expenses in complying with this order for production, you may apply to the court for payment of those expenses.

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.]

NOTICE REGARDING DESTRUCTION OR RETURN OF ITEM/S
Recipient of order for production to complete

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

You should provide COPIES of the required item/s not original documents, except where originals are specifically required by the order for production. 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)
