

Form 6.10A Subpoena—declaration by addressee

Court Procedures Rules 2006

(see r 6610 (Disposal of subpoenaed documents and things produced))

In the *[Supreme/Magistrates] Court of the Australian Capital Territory

*[Criminal jurisdiction]

No *[SC/MC] of (year)

**(for a civil matter)*

(name)

Plaintiff

(name)

Defendant

**(for a criminal matter)*

*[The Queen/name of informant]

and

(name of accused person)

**omit if, or whichever is, inapplicable*

Filed for the *[plaintiff/defendant/other (specify)] by:
(the person's address for service and telephone number (if any) or, if the person is represented by a solicitor and the solicitor is the agent of another solicitor, the name and place of business of the other solicitor)

Notice to addressee

The *addressee* is the person to whom the subpoena is addressed, and who will be the recipient of the subpoena.

You may produce copies of any subpoenaed documents, unless the subpoena specifically requires you to produce originals. A copy of the document may be—

- (a) a photocopy; or
- (b) in PDF format or on a CD-ROM; or
- (c) in any other electronic form that the issuing party (the party that issued the subpoena) has indicated to you will be acceptable.

You must complete the declaration below, attach it to the subpoena or a copy of the subpoena and return them with the documents or things you provide to the Court under the subpoena.

If you declare that the material you produce is copies of documents, the Registrar may, without further notice to you, destroy the copies at the end of 4 months after the end of the proceeding or, if the documents become exhibits in the proceeding, when they are no longer required in relation to 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 stated by you in the declaration below.

Declaration by addressee (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 response to the attached subpoena 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 response to the attached subpoena is an **original** document. Once the material is no longer required, all of the material should be returned to me at the following address:

(state address)

(signature of addressee)

(name of addressee)

Date: