

SUBPOENA

File Number / _____ **(Applicant)**

_____ **(Respondent)**

_____ **(Other Party If any)**

To _____
(Name)

of _____
(Address)

Complete section A, B or C below and delete or strikethrough unused sections.

* put details on attachment if necessary

A. TO PRODUCE DOCUMENTS OR OTHER THINGS

You are subpoenaed in these proceedings to produce the following document or thing:

_____ *

at the ACT Civil & Administrative Tribunal located at Level 4, 1 Moore Street, Canberra City

On _____ at _____ am/pm.
 (day & date) (time)

B. TO GIVE EVIDENCE AT THE HEARING

You are subpoenaed to attend and give evidence at the ACT Civil & Administrative Tribunal located at Level 4, 1 Moore Street, Canberra City

On _____ at _____ am/pm.
 (day & date) (time)

C. TO GIVE EVIDENCE AND PRODUCE DOCUMENTS AT THE HEARING

You are subpoenaed to attend and give evidence at the ACT Civil & Administrative Tribunal located at Level 4, 1 Moore Street, Canberra City

On _____ at _____ am/pm.
 (day & date) (time)

and to produce the following document or thing:

_____ *

Date:

Registrar/Deputy Registrar

This subpoena is issued at the request of the Applicant/Respondent/Other whose contact details are:

Name: _____

Phone: _____

Email: _____

STATEMENT TO RECIPIENT OF A SUBPOENA

Section 41 ACT Civil and Administrative Tribunal Act 2008

Producing Documents or other things

You may comply with a subpoena to produce by giving the subpoenaed document or other thing to the tribunal before the date stated in the subpoena for its production.

If you object to producing a document or thing named in the subpoena you should attend the tribunal at the time and date shown on the subpoena to explain your objection.

The tribunal may give a party to the proceedings leave to inspect a document or make a copy of a document produced under a subpoena.

If you object to the tribunal granting leave to inspect or copy a document you have produced, you should attend the tribunal at the time and date shown on the subpoena to explain your objection.

Giving Evidence

If this subpoena requires you to give evidence you should attend the tribunal in person at the time and place specified. You may be represented at that time by a lawyer or someone else in accordance with the rules of the tribunal.

If you object to giving evidence you should attend the tribunal at the time and date shown on the subpoena to explain your objection.

You may apply to the tribunal for a direction under section 45 of the Act to permit you to give evidence other than in person. The application must be made before the date you are required to attend and give evidence.

You may wish to obtain legal advice in relation to the subpoena.

Failing to comply with a subpoena

A presidential member of the tribunal may issue a warrant to arrest a person who does not attend the tribunal when required by a subpoena.

You may not be required to comply with this subpoena if it has not been served on you in accordance with the tribunal's rules and procedural directions. If you think you do not need to comply with this subpoena you should immediately contact the party who issued the subpoena, and you should also seek independent legal advice.