

Form 3 Information and summons

Magistrates Court Act 1930

(see s 25 (Informations) and s 38 (Form of summons))

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

Criminal jurisdiction No *[CC/CH] of (year)

Defendant:

Date of birth:

Address:

Email:

Mobile:

Information

Offence defendant committed or may have committed:
(date, description and legislative provisions)

An infringement notice or an offence notice *[was/was not] served in relation to this offence.
This information is laid by the informant under the *Magistrates Court Act 1930*, section 25.

Summons

First appearance: *(date and time)*
ACT Law Courts Building, 4-6 Knowles Place, Canberra City

To the defendant: you or your lawyer must appear at the stated time and place to answer to the stated information and to be further dealt with according to law.

(If you or your lawyer do not appear, the information may be finalised or adjourned in your absence, or a warrant may be issued for your arrest.)

This summons is issued under the *Magistrates Court Act 1930*, section 38.

.....
*[Informant/informant’s representative] *[Magistrate/Registrar/Deputy Registrar]
*[Home/business] address *[Sworn/Affirmed/Laid] before me on (date)

Information fee: \$.....

**omit if, or whichever is, inapplicable*

Affidavit of service

On (*date*), I (*full name of person making affidavit*) of (*home or business address*) *[say on oath/solemnly affirm]—

On (*date*), I served the defendant, (*defendant's name*) with the summons by—

- *(a) giving a copy of the summons to the defendant at (*address*); or
- *(b) leaving a copy of the summons at the last-known or usual *[home/business] address of the defendant at (*address*) with (*name*), a person who appeared to be at least 16 years old and *[living/employed] at the address.

Note Service of a summons must be effected at least 72 hours before the time appointed in the summons for the hearing of the information (see *Magistrates Court Act 1930*, s 41 (2) (Service of summons)).

.....

Person making affidavit

at (*place*)

.....

*[Justice of the Peace/Barrister/Solicitor/(*other*)]

of (*address*)

*[Sworn/Affirmed] before me on (*date*)

**omit if, or whichever is, inapplicable*