

# Subpoena to Give Evidence

To (name): Write the witnesses name  
Of (address): Write the witnesses address

You are hereby required to attend for the purpose of giving evidence–

- (a) before the Court; Write the name of the Court
- (b) at (Court location) Write the Court's address
- (c) on (date) Write the date of the hearing

and until you are excused from further attending; but

- (i) you need not comply with this subpoena if it is served on you after (date): Leave blank – the Court will fill in this section
- (ii) you need not attend on any day unless reasonable expenses have been paid or tendered to you. If you are requested to attend Court by the Police or Public Officer the costs of attendance may be reimbursed to you after the date of attendance.

Parties: (name of prosecutor/applicant) v (name of defendant/respondent) Write the names of the parties involved in the case

Proceedings (short description of Proceedings): Write the type of case

Your attendance is required on behalf of the (select one) (prosecutor or defendant/respondent) Cross out 'prosecutor'

Contact details (name, address & telephone number of prosecutor/applicant or defendant/respondent issuing the subpoena): Write you name, address and telephone number

Leave blank – the Court will fill in this section

This subpoena was issued by:

Name:

Address:

Police Officer /Public Officer/Registrar (select one)

Date:

Notes:

1. A public officer or police officer prosecuting proceedings may sign and issue a subpoena.

2. A registrar may issue a subpoena at the request of any other party to proceedings.
3. If you do not comply with this subpoena you may be arrested.

## Statement of Service

I (name) [Write your name](#) of (occupation) [Write your occupation](#)

I am aged 16 years or more

I did serve a copy of this subpoena on the witness on (date) [Write the date](#) by delivering a copy (state manner of service): [Explain how you served the subpoena](#)

Signed: [Sign here](#)

Name: [Write your name](#)

Witness: [Sign here](#)

Name: [Write your name](#)