

# Subpoena for Production and to Give Evidence

To (name): [Write the witnesses name](#)  
of (address): [Write the witnesses address](#)

You are hereby required to attend and produce this subpoena and such of the documents and things described in the schedule as are in your possession or control, and 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 hearing date](#)

and until you are excused from further attending; but

- (i) you need not attend or produce any document on any day unless reasonable expenses have been paid or tendered to you; If you are requested to attend or produce to the Court by a police officer or public officer, the costs of attendance/production may be reimbursed to you after the date of attendance/production.
- (ii) you need not comply with this subpoena if it is served on you after (date) [Leave blank – the Court will fill in this section](#)

## Schedule

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/applicant or defendant/respondent): [Cross out 'defendant/respondent'](#)

Contact details (name, address & telephone number of prosecutor/applicant or defendant/respondent issuing the subpoena): [Write you name, address and telephone number. Cross out 'defendant/respondent'](#).

This subpoena was issued by:

Name: [Write your name](#)  
Address: [Write your address](#)

[Leave blank – the Court will fill in this section](#)

Police Officer /Public Officer/Registrar (select one)  
Date:

Notes:

1. A public officer or police officer commencing proceedings may sign and issue a subpoena.
2. A registrar may issue a subpoena at the request of any other party to proceedings.
3. Where this subpoena requires you to produce a document, you may comply with the subpoena by producing a **clean sharp photocopy** of the document.
4. If you do not comply with this subpoena you may be arrested.
5. The person who produces a document pursuant to a subpoena must advise the registrar as to whether the document is an original document or a copy and must elect whether the document is to be disposed of by registrar or returned to the person.

**Election by named in subpoena on return of documents**

Leave this section blank

The document is (tick below):

- An original  
 A copy

I elect to have the documents (tick below):

- Returned to me  
 Disposed of by a Registrar

Signed:

Date:

Name:

Address:

**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](#)