

Subpoena to Give Evidence

To (name): Write the name of the person you want to attend court to give evidence at the hearing

Of (address): Write the address of the person

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

- (a) before the Court; Write the name of the Local Court
- (b) at (Court location) Write the address of the Local Court
- (c) on (date) Write the date you want to the person to attend court

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): The court will give the date
- (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)

Proceedings (short description of Proceedings): Write the name of the parties in the proceedings

Your attendance is required on behalf of the (select one) (prosecutor or defendant/respondent) Select either applicant or respondent

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

This subpoena was issued by: The Local Court will complete this section

Name: The Local Court will complete this section

Address: The Local Court will complete this section

Police Officer /Public Officer/Registrar (select one)

Date: The Local Court will complete this section

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 This section is to be completed by the person who serves the subpoena on the recipient

I (name) of (occupation)

I am aged 16 years or more

I did serve a copy of this subpoena on the witness on (date) by delivering a copy (state manner of service):

Signed:

Name:

Witness:

Name: