

SUMMONS TO PRODUCE with SUMMONS NOTICE AND DECLARATION

COMMISSION DETAILS

Industrial Relations Commission of New
South Wales

Case number

TITLE OF PROCEEDINGS

[First] applicant [name]

#Second applicant #Number of applicants (if
more than two)

[First] respondent [name]

#Second respondent #Number of
respondents (if more than two)

ISSUING DETAILS

Issued at request of [name] [role of party eg applicant]

#Legal representative [solicitor on record] [firm]

#Legal representative reference [reference number]

Contact name and telephone [name] [telephone]

Contact email [email address]

Address for service

ORDER TO THE SUMMONS RECIPIENT

Name

Address

You are ordered to produce this summons or a copy of it and the documents or things
specified in the Schedule to the Commission.

Note: The person to whom this summons is addressed to is the "addressee" defined in UCPR 33.1(1) and is
referred to in this document as the "summons recipient".

#PROPOSED ACCESS ORDER

[This section to be completed by the issuing party if the Commission issuing the summons requires a proposed
access order to be specified. The Commission will make the default access order appropriate for the jurisdiction
unless you state the proposed access order for the summonsed material and accompanying reasons for that
order.]

#[Role of party eg Applicant] to have first access for [number of days eg 7] days because
[#that party may be entitled to claim privilege #specify other reasons]; thereafter, in the
absence of further application, access to all parties.

#Access granted to all parties, because [#no claims for privilege are likely to arise #specify other reasons].

#[Specify proposed alternative access order with reason/s.]

NOTICE TO THE SUMMONS RECIPIENT

1 Failure to comply with this summons without lawful excuse is a contempt of Commission and may result in your arrest.

2 The last day for service of this summons is [date] (see note 1).

[Note: date must be 5 days before the earliest date on which the addressee is required to comply with the summons or an earlier or later date fixed by the Commission (UCPR 33.3), unless the summons is to be served outside NSW, but in Australia.]

3 Please read notes 1 to 15 included in this document.

4 You must complete the Declaration appearing on the last page of this document and attach it to the summons or copy of the summons that accompanies the documents or things produced to the Commission under the summons.

Any enquiries concerning compliance with the summons should be directed to the Contact person named above.

HOW TO RESPOND

You must comply with this summons:

- by attending to produce this summons or a copy of it and the documents or things specified in the Schedule below to the address below at the time, date and place specified for production, or
- by delivering or sending this summons or a copy of it and the documents or things specified in the Schedule below to the address below so that they are received not less than 2 clear days before the date specified for production. (See notes 5 – 9.)

DATE TIME AND PLACE AT WHICH YOU MUST ATTEND TO PRODUCE THE SUMMONS OR A COPY OF IT AND DOCUMENTS OR THINGS

Date

Time

Place

ADDRESS TO WHICH THE SUMMONS (OR COPY) AND DOCUMENTS OR THINGS MAY BE DELIVERED OR POSTED

[insert registry address]

SCHEDULE

The documents or things you must produce are as follows:

[List the documents or things. Attach another sheet if there is insufficient space. You may specify whether and what electronic form of document production is acceptable.]

[on separate page]

NOTES

Last day for service

- 1 You need not comply with the summons unless it is served on you on or before the date specified in the summons as the last date for serving the summons.

Informal service

- 2 Even if this summons has not been served personally on you in accordance with the rules, you must, nevertheless, comply with its requirements, if you have, by the last date for service of the summons, actual knowledge of the summons and of its requirements.

Addressee a corporation

- 3 If the summons is addressed to a corporation, the corporation must comply with the summons by its appropriate or proper officer.

Conduct money

- 4 You need not comply with the summons in so far as it requires you to attend to give evidence unless conduct money sufficient to meet your reasonable expenses of attending as required by the summons is handed or tendered to you a reasonable time before the date on which your attendance is required.

Production of summons or copy of it and documents or things by delivery or post

- 5 In so far as this summons requires production of the summons or a copy of it and a document or thing, instead of attending to produce the summons or a copy of it and the document or thing, you may comply with the summons by delivering or sending the summons or a copy of it and the document or thing to the Registrar at the address specified in the summons for the purpose, or if more than one address is so specified, to any one of those addresses, so that they are received not less than 2 clear days before the date specified in the summons for attendance and production.
- 6 If you object to a document or thing produced in response to this summons being inspected by a party to the proceeding or any other person, you must, at the time of production, notify the registrar in writing of your objection and of the grounds of your objection.
- 7 Unless the Commission otherwise orders, if you do not object to a document or thing produced by you in response to the summons being inspected by any party to the proceeding, the registrar may permit the parties to the proceeding to inspect the document or thing.

Production of a number of documents or things

- 8 If you produce more than one document or thing, you must, if requested by the registrar, produce a list of the documents or things produced.

Production of copy instead of original

- 9 If the summons requires you to produce a document, you may produce a copy of the document unless the summons specifically requires you to produce the original.
- 9A The copy of a document may be:
 - (a) a photocopy; or

- (b) in any electronic form that the issuing party has indicated will be acceptable.
- 10 You must complete the Declaration appearing on the last page of this document and attach it to the summons or copy of the summons that accompanies the documents or things produced to the Commission under the summons.
- 11 If you declare that the material you produce is copies of documents, the Registrar may, without further notice to you, destroy the copies after the expiry of a period of four months from the conclusion of the proceeding or, if the documents become exhibits in the proceeding, when they are no longer required in connection with the proceeding, including on any appeal.
- 12 If the material you produce to the Commission is or includes any original document, the Commission will return all of the material to you at the address specified by you in the Declaration below.

Applications in relation to summons

- 13 You have the right to apply to the Commission:
- (a) for an order setting aside the summons (or a part of it) or for relief in respect of the summons, and
- (b) for an order with respect to your claim for privilege, public interest immunity or confidentiality in relation to any document or thing the subject of the summons.

Loss or expense of compliance

- 14 If you are not a party to the proceeding, you may apply to the Commission for an order that the issuing party pay an amount (in addition to conduct money and any witness's expenses) in respect of the loss or expense, including legal costs, reasonably incurred in complying with the summons.

Failure to comply with summons—arrest

- 15 Failure to comply with a summons without lawful excuse:
- (a) is a contempt of the Commission and may be dealt with accordingly.
- (b) may lead to your arrest under section 97 Civil Procedure Act or under rules of the Commission to enforce compliance with a summons.

Issued by

(Signature)

(Registrar Seal)

Member of the Commission or the Industrial Registrar in accordance with s165 of the *Industrial Relations Act 1996* (NSW).

[on separate page]

DECLARATION BY SUMMONS RECIPIENT

[tick the relevant option below, (provide your address as appropriate), sign and date]

All of the material I am providing to the Commission in compliance with the attached summons is copies of documents. I acknowledge that the Commission will destroy the copies once they are no longer required, without further notice to me.

Some or all of the material I am providing to the Commission in compliance with the attached summons is an **original** document. Once the material is no longer required, all of the material should be returned to me at the following address:

Address at which produced items should be returned (if applicable)

Signature of summons recipient

Name of summons recipient

Date of signature
