

**MAGISTRATES COURT of WESTERN AUSTRALIA
(CIVIL JURISDICTION)
WITNESS SUMMONS
TO PRODUCE A RECORD OR THING
FORM 48**

Registry:	Case number:
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CLAIMANT	
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DEFENDANT	
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Witness Details	Given name: Surname:
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Command	You are commanded to produce the records or things described below at the place and on the date and time specified below.
Place of appearance	
Time and date of appearance	
Record or thing to be produced	
Warning	If you do not comply with this witness summons you may be arrested and imprisoned or fined or both.

Requesting party details	This summons is issued at the request of:	Reference number:	
	For enquiries contact:	Telephone number:	Fax number:

Issuing details	Reasonable expenses \$
	Date

Court Seal

Service information to be recorded on the reverse of this form and returned to the relevant Court registry before the court hearing date.

SERVICE CERTIFICATE

Person affecting service	Name:	
	Address:	
Certification	I certify that I served this summons on the witness in the manner described below and that the service information contained in this certificate is correct in all material particulars.	
Date of service		
Place of service		
Service was effected by Please tick [✓] appropriate box	<input type="checkbox"/> Leaving the document with the individual named in this summons. <input type="checkbox"/> Leaving the document near the named individual and orally drawing his or her attention to it. <input type="checkbox"/> Leaving the document at the individual's usual or last known place of residence or business with a person who is believed, on reasonable grounds, to have reached 18 years of age. <input type="checkbox"/> Leaving the document with a lawyer who is representing the individual. <input type="checkbox"/> Other	
Compliance with Rules Please tick [✓] appropriate box	At the time of service of this summons I complied with the requirements of Rule 71(5) of the Magistrates Court (Civil Proceedings) Rules 2005 or rule 39(1) of the Magistrates Court (Minor Cases Procedure) Rules 2005 by: <input type="checkbox"/> Tendering to the witness an amount that is likely to be sufficient to meet the reasonable expenses of attending the court in the sum of \$_____. <input type="checkbox"/> Making arrangements to enable the witness to attend the court. <input type="checkbox"/> Making available the means to enable the witness to attend the court. <input type="checkbox"/> Other arrangements offered to the witness (please specify):	
Person effecting service	Signature:	Date:

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Issuing details	Reasonable expenses \$ _____
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Court Seal

Please retain this copy for your records
See over for more information

Please read this document very carefully. If you have any trouble understanding it, you should contact the person who requested the issue of this summons or the registry of the court to which you have been summoned.

Expenses	<p>The person or authority that requested the issue of this summons is responsible for your expenses, including travel, accommodation and loss of income.</p> <p>Please contact the person who requested the issue of this summons using the details on the front of this document.</p>
Your obligations	<p>You must obey this summons if at the time you were served with it or at some reasonable time before the court date:</p> <ul style="list-style-type: none">• The party that requested the issue of the summons has made arrangements for you to attend at the court on the given date and time, or• You were given or offered an amount that is likely to be sufficient to meet your reasonable expenses of attending court; or• You were provided the means to enable you to attend court. <p>You must obey the witness summons to produce in one of two ways:</p> <ol style="list-style-type: none">1. By delivering the records or things specified in the summons into the custody of the court at the place shown in the summons at least two days before the attendance date; or2. By delivering the records or things specified in the summons into the custody of the court at the place specified in the summons on the attendance date. <p>If you obey this summons in accordance with either of the above you are released from further attendance in relation to this summons only</p> <p>If you do not obey the summons a warrant may be issued for your arrest.</p>
If you have a query about this summons	<p>If you have a query regarding the matter that you have been summonsed for please contact the person who requested the issue of this summons using the details on the front of this document.</p>
Interpreter services	<p>You have the right to be assisted by an interpreter in court. To arrange this please contact the court registry to which you have been requested to appear.</p>