



**WITNESS SUMMONS**  
**Magistrates Court of South Australia**  
[www.courts.sa.gov.au](http://www.courts.sa.gov.au)  
*Magistrates Court Act 1991*  
 Section 20

Court Use

Date Filed:

**This document must be served on the witness personally.**

|          |                  |       |           |               |           |
|----------|------------------|-------|-----------|---------------|-----------|
| Registry |                  |       |           | File No       |           |
| Address  | Street           |       | Telephone |               | Facsimile |
|          | City/Town/Suburb | State | Postcode  | Email Address |           |

**Witness**

|         |                  |       |              |               |  |
|---------|------------------|-------|--------------|---------------|--|
| Name    | Surname          |       | Given name/s |               |  |
| Address | Street           |       |              |               |  |
|         | City/Town/Suburb | State | Postcode     | Email Address |  |

**Case Details**

|                  |         |  |              |  |  |
|------------------|---------|--|--------------|--|--|
| Name             | Surname |  | Given name/s |  |  |
| Offence          |         |  |              |  |  |
| Date of Offence  |         |  |              |  |  |
| Offence Location |         |  |              |  |  |

**What you need to do:** (for detailed explanation see attached sheet)

- ☐ Attend Court to give evidence on the hearing date
- ☐ Bring the **Evidentiary Material** listed below
- ☐ Deliver the **Evidentiary Material** listed below to the Registrar before the hearing

**Evidentiary Material:**

|                        |           |           |               |            |  |
|------------------------|-----------|-----------|---------------|------------|--|
| <b>Hearing details</b> | Registry  |           |               | Date       |  |
|                        | Address   |           |               | Time am/pm |  |
|                        | Telephone | Facsimile | Email Address |            |  |

This summons is issued on the application of informant/defendant/initiative of the Court  
 (delete as appropriate)

|         |                  |       |          |               |  |
|---------|------------------|-------|----------|---------------|--|
| Address | Street           |       |          |               |  |
|         | City/Town/Suburb | State | Postcode | Email Address |  |

.....  
 Date

.....  
 REGISTRAR / JUSTICE OF THE PEACE

**Magistrates Court Seal:**

## Information about this summons

**Unless the summons has the Seal of the Magistrates Court on it, it has not been properly issued and therefore doesn't need to be obeyed.**

### What is this document?

This is a summons, which requires you to either attend court to give evidence, to produce documents to the court or both. If you need to produce documents, the summons specifies the documents that you need to produce

### What do you have to do?

**If the summons requires you to produce documents or things only**, you may comply with it by delivering all of the documents or things to the Registrar of the Magistrates Court at the address given prior to the time and date on the summons. If you do that, you do not have to attend on the day and at the time shown on the summons.

You should only deliver documents or things to the Registrar if you have **all of the documents or things requested** and if you have **no objection to producing them to the Court and to them being inspected by the parties to the case**.

If you do deliver the documents or things to the Registrar, they should be securely packaged and **have a copy of this summons attached**.

**If you object** to the parties seeing the documents or things, you must come to court on the day and at the time listed and tell the Magistrate why you object to producing them.

**If the summons requires you to give evidence** (whether or not it also requires you to bring documents or things), you must attend at the Registry on the day shown in sufficient time to be in the correct courtroom by the time listed unless you contact the person who had this summons issued and have arranged to come to court at some other time.

### What about the cost of attending court?

In addition to your reasonable expenses of attending at Court, you are also entitled to be paid **by the party who had this summons issued**, your reasonable expenses incurred in complying with the summons, including an appropriate witness fee.

If you need all or some of these expenses paid **before** you come to court, you should contact the party who had the summons issued.

**If you do not understand what you must do**, or if you cannot comply with it, you should contact

The Registrar of the court that issued the summons;

The person the applied to issue the summons; **or**

A solicitor to obtain your own legal advice.

**Proof of Service**

Name of person serving:

Address of person serving:

Name of person served:

Address at which service effected:

Date service effected:

Time of day: Between                      am/pm and                      am/pm

Method of service (tick box)

☐ personally;

☐ any other method permitted by the Rules – specify:

I certify that I served the attached document in the manner described.

Certified this                      day of                      20                      .....