

SUBPOENA TO WITNESS

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Magistrates Court (Civil) Rules 2013

Rules 21,97

Court Use
Date Filed
Amount Due::

Trial Court					Action No			
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>		<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>		<i>Email Address</i>		

Plaintiff

Full Name								
Address <small>(Registered Office, if Body Corporate)</small>	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>		<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>		<i>Email Address</i>		

Defendant

Full Name								
Address <small>(Registered Office, if Body Corporate)</small>	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>		<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>		<i>Email Address</i>		

Filed by:

Witness subpoenaed

Full Name								
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>		<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>		<i>Email Address</i>		

YOU MUST ATTEND at the Trial Court on the _____ day of _____ 20____ at _____ am/pm to give evidence in the above action or to produce the documents listed below and to continue in attendance for as long as the Court requires.

If you do not obey this subpoena, you may be arrested and brought to the Court and may be liable for expenses caused by your failure to attend.

The documents you must produce:

and all other related documents which are in your possession, custody or power.

..... Date MAGISTRATE
---------------	---------------------

AFFIDAVIT OF PROOF OF SERVICE

I,		of	
Occupation:			
MAKE OATH AND SAY that:			
I.	I did on the	day of	20 , between the hours of and duly serve the within named defendant with this claim and Form 17 and any applicable form under the <i>Service and Execution of Process Act 1992 (Cth)</i> .
(Please tick the appropriate box) <ul style="list-style-type: none"> <input type="checkbox"/> By personal service on the person. <input type="checkbox"/> By service on the solicitor acting for the person. <input type="checkbox"/> By leaving it for the person at the address of the place of dwelling or business of the person with someone apparently above the age of 14 years. <input type="checkbox"/> By depositing it for the person at the DX addressed to the DX number of the person or the solicitor acting for the person. <input type="checkbox"/> By leaving it at the registered office of the body corporate. <input type="checkbox"/> By sending it by prepaid post addressed to the strata corporation at its site or its post office box. <input type="checkbox"/> By prepaid post addressed to the community corporation or to the presiding officer, treasurer or secretary at the postal address of the community corporation or by placing it in the community corporation's letterbox. <input type="checkbox"/> By fax directed to the fax number of the person or the solicitor acting for the person during normal business hours on a business day. <input type="checkbox"/> By service on one partner or at the principal place of business of the firm. <input type="checkbox"/> By sending it by prepaid post addressed to the person at - (note - unless the court is satisfied that the document served by this method came to the attention of the defendant the plaintiff is not entitled to costs thrown away if the judgment is set aside-rule 106(8)) <input type="checkbox"/> By (here describe any other authorised means of service) 			
II.	I served the person at (state the address, DX number, fax number etc.)		
III.	I necessarily made trips and travelled kilometres for the purpose of effecting the service.		
SWORN before me at			
on the day of		20	
Signature		
	(Person authorised to take Affidavits) (e.g. Justice of the Peace)		SERVER