

To be inserted by Court

Case Number:

Date Filed:

FDN:

LETTER OF REQUEST

[SUPREME/DISTRICT/MAGISTRATES/YOUTH/ENVIRONMENT RESOURCES AND DEVELOPMENT] Select one
 COURT OF SOUTH AUSTRALIA
 CRIMINAL JURISDICTION

[FULL NAME]
 Informant/R

v

[FULL NAME]
 Defendant/Youth

Requesting party	Party title	Full Name of party
Name of law firm/office	Law firm/office	Responsible Solicitor
If applicable		
Name of authorised officer	Full Name	
If body corporate and no law firm/office		

Witness	Full Name		
Address	Street Address (including unit or level number and name of property if required)		
	City/town/suburb	State	Postcode
	Country		
	Email address		
Phone Details	Type (eg. Home; work; mobile) - Number		

To the competent Judicial Authority of [place] in [Country]

Introduction

- (a) A proceeding has been commenced in the [Court] of South Australia between the parties named at the top of this document.
- (b) The Court is of the opinion that it is [necessary/expedient] for the determination of the matters in dispute that the witness, who is resident within your jurisdiction, be examined upon oath or affirmation concerning matters to which witness required to testify in numbered sub-paragraphs

(i)

Request

1. I, *[name]*, the Registrar of the *[Court]* of South Australia, request pursuant to section 59E of the *Evidence Act 1929* that, for the assistance of the Court:
 - (a) the witness be summoned to attend, at a time and place you appoint, before a person who according to your procedure is competent to take examinations of witnesses;
 - (b) I, and the agents of the parties if appointed, be informed of the date and time when and place where the examination is to take place; and
 - (c) the witness be examined orally with regard to the matters in question, in the presence of the agents of the parties, or such of them as, on due notice given, attend the examination.
2. I request that you permit the agents of the *[party title of filing party]* to examine the witness, and permit any other party to cross examine the witness and the party producing the witness for examination to re-examine the witness orally.
3. I request that:
 - (a) the evidence of the witness be reduced to writing;
 - (b) all documents and things produced upon the examination be duly marked for identification;
 - (c) the examination be authenticated by the seal of your Court or in another way in accordance with your procedure; and
 - (d) the record of the examination and all documents and things produced thereupon be returned to me together with a note of the charges and expenses payable in respect of this request through the Attorney-General of South Australia from whom this request was received for transmission to the *[Court]* of South Australia.

.....
Signature of Court Officer

[title and name]

Date request sealed: *[date]*