

Summons to Witness – Proof of Service Copy
Industrial Magistrates Courts (General Jurisdiction) Regulations 2005 (Reg. 37)

Form 22.2
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| Court Use Only | Court at Perth | Claim No: |
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| Claimant | Name: | | |
| | Address for service by post: | | |
| | | Postcode: | Telephone: |
| | Address for service by email: | | |
| | Address for service by fax: | | |

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| Respondent <i>Attach Form 28 if more than one respondent</i> | Name: | | |
| | Address for service by post: | | |
| | | Postcode: | Telephone: |
| | Address for service by email: | | |
| | Address for service by fax: | | |

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| Service Requirement | This summons must be lodged and served at least 14 days before the first day of the trial and must be served personally. |
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| Summons Directed to | To: _____ (name) of _____ _____ (address) |
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| Command of the Court <i>Tick the appropriate box</i> | You must attend the Industrial Magistrate's Court, Level 18, 111 St George's Terrace, Perth on _____ (day) the _____ day of _____ 20 ____ at _____ am/pm for the following reason: |
| | <input type="checkbox"/> To give evidence at the trial of this matter; or <input type="checkbox"/> To produce documents or things set out in the schedule annexed to this summons at the trial of this matter; or <input type="checkbox"/> To give evidence at the trial of this matter and produce the documents or things set out in the schedule annexed to this summons. |
| | Once you have attended court in obedience to this summons you must continue to attend until you are excused from further attending. |
| | You do not have to attend court to give evidence or produce documents or things in obedience to this summons unless reasonable travelling expenses have been paid or offered to you or arrangements to enable you to attend court have been made or the means to enable you to attend court have been provided. |
| | If you are required by this summons to attend court only to produce documents or things you may comply with this summons by producing this summons and the documents or things listed in the schedule annexed to this summons to the Clerk of the Court at the address stated above not later than 2 days before the date and time that you are directed to appear. |

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| Warning | If you do not obey this summons you may be guilty of contempt of court. You may be arrested and brought before the court. |
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| Setting Aside Summons | You may apply to the court to have this summons set aside or varied if you have no evidence to give or produce or you cannot lawfully be compelled to give or produce evidence or there are other good reasons for doing so. |
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See over for page 2

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| <p><u>Party Causing Issue of Summons</u></p> <p>(*Select that which is appropriate)</p> | This summons to witness was prepared and lodged by or on behalf of the claimant*/respondent* by: Name: _____ (Party*/Lawyer*/Agent*) whose address for service is: By post: _____ (address) Postcode: _____ Telephone: _____ |
| | By email: |
| | By fax: |
| | |

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| <p><u>Date of Issue and Seal of Court</u></p> | Issued by the Industrial Magistrates Court, Level 17, 111 St Georges Terrace, PERTH WA 6000 Telephone: (08) 9420 4467 Website: www.imc.wa.gov.au Date issued _____ _____ Clerk of the Court |
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| <p><u>Service Details</u></p> <p>Serving Party to Record Compliance with Regulation 37(3)</p> | Time of Service: _____ Date of Service: _____ Place of Service: _____ <p align="center"><i>(*Delete that which is inapplicable)</i></p> <ul style="list-style-type: none"> * An amount that was likely to be sufficient to meet the reasonable expenses of attending court was tendered to the witness. * Arrangements to enable the witness to attend court were made with the witness. * The means to enable the witness to attend court were provided to the witness. _____ Signature of Person Serving |
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