

**Form 13**  
**WITNESS SUMMONS**

Rule 26

In the Magistrates' Court of  
Victoria at [venue] \_\_\_\_\_

Court Ref: \_\_\_\_\_

To the witness

[name] \_\_\_\_\_

[address] \_\_\_\_\_

**DETAILS OF THE CASE**

Name of person charged: [accused] \_\_\_\_\_

Summary of the charges:

Relevant documents or things likely to be in possession or control of the witness:

Who filed the charges? [informant] \_\_\_\_\_

Agency and address: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**WHAT YOU HAVE TO DO**

You must bring this summons with you and –

- ☐ come to court to give evidence in the proceeding
- ☐ come to court to give evidence and also produce at the hearing the following documents or things that are in your possession or control

- ☐ produce at the hearing the following documents or things that are in your possession or control

If you are required to give evidence, you must attend the hearing.

If you fail to attend the hearing or give evidence in accordance with this summons a warrant for your arrest may be issued.

You may produce this summons and the documents or things referred to above to the registrar of the Magistrates' Court at [venue] \_\_\_\_\_  
by hand or by post, in either case so that the registrar receives them not later than 2 days (excluding Saturdays, Sundays or other holidays) before the date on which you are required to attend.

If you have any objection to giving evidence or producing documents you must attend Court and a magistrate will decide whether you must give evidence or produce documents. You should obtain legal advice before making an objection.

#### WHERE WILL THE CASE BE HEARD?

The Magistrates' Court at [venue] \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

When: \_\_\_\_\_ Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Time: \_\_\_\_\_

#### DETAILS ABOUT THIS SUMMONS

Issued at: \_\_\_\_\_ Date: \_\_\_\_\_

Issued by: \_\_\_\_\_

Registrar/Magistrate: \_\_\_\_\_

Summons filed by: [identify party] \_\_\_\_\_

Legal representative: \_\_\_\_\_

Name of firm: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

IF YOU HAVE ANY QUESTIONS ABOUT THIS SUMMONS:  
Please contact the party who filed the summons