

Service and Execution of Process Act 1992

FORM 1

NOTICE TO DEFENDANT

**Please read this notice and the attached
document very carefully**

**IF YOU HAVE ANY TROUBLE UNDERSTANDING THEM YOU
SHOULD GET LEGAL ADVICE AS SOON AS POSSIBLE**

Attached to this notice is a Complaint (“the attached process”) issued out of the Magistrates’ Court of Victoria at [issuing court]

Service of the attached process outside Victoria is authorised by the *Service and Execution of Process Act 1992*.

YOUR RIGHTS

If a court of a State or Territory other than Victoria is the appropriate court to determine the claim against you set out in the attached process, you may be able to have the proceeding stayed by applying to the Magistrates’ Court of Victoria at [issuing court]

If you think the proceeding should be stayed or transferred you should get legal advice as soon as possible.

CONTESTING THIS CLAIM

If you want to contest this claim, you must take any action set out in the attached process as being necessary to contest the claim.

If you want to contest this claim, you must also file a Notice of Defence in the Magistrates’ Court at Melbourne. You have only 21 days after receiving the attached process to do so.

The Notice of Defence must contain:

- An address in Australia where documents can be left for you or sent to you;
- Your address.