WITNESS SUMMONS
Form 13

Magistrates' Court Criminal Procedure Rules 2019
Rule 26

IN THE MAGISTRATES' COURT OF VICTORIA AT _____

Court Reference: _____

To the witness:

Name: _____

Address: _____

Email address: _____

Telephone: _____

DETAILS OF THE CASE

Name of person charged _____

Summary of the charges:

_____

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

INFORMANT DETAILS

Name: _____

Agency: _____

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, email 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.

Details of the hearing

A hearing will be held at the Magistrates' Court as follows:

Date: _____ Time: _____

Place: _____

Telephone _____

Email: _____

SUMMONS FILED BY:

Party: _____

Name of firm: _____

Telephone: _____

Email address: _____

Details about this summons

Issued at: _____

Date: _____

Issued by: _____

IF YOU HAVE ANY QUESTIONS ABOUT THIS SUMMONS:

Please contact the party who filed the summons.