



Summons to Produce Documents

This document is to summons a witness to produce to the Tribunal the documents set out in the schedule to this summons. The summons relates to the following application.

SAT Matter Details

Matter Number:

 / /

E.g., CC 123 / 2015

Matter Name:

(if applicable)

E.g., 'Party v Party' or the subject person of an application 'John Smith'

Name of Person

Requesting Summons:

Person Summoned

Name:

Address:

Suburb:

Postcode:

Telephone:

Summons to produce documents

You must produce to the Tribunal the documents set out in the Document Schedule attached to this summons on or before 4:30 PM on:

Date:

The summons is not valid without the Tribunal seal.

You will commit an offence if you do not comply with this summons.

Prior to the date specified for compliance, you may apply to the Tribunal to set aside the summons or for an order to vary the summons. Please refer to the additional notes below.

Additional Notes

Important notice to the party requesting the summons

This notice must be lodged on your matter via the [eCourts Portal](#) as a PDF or in-person at the Tribunal's Registry.

The Tribunal will consider your summons request and will notify you of the outcome. If approved, it is your responsibility to serve the summons on the person named in this form and give a copy of the summons to any other party in the matter, in accordance with the *State Administrative Tribunal Rules 2004*.

Once personal service has been effected, you must provide a completed *Declaration of Service* form to the Tribunal. This must be lodged via the [eCourts Portal](#) or in-person at the Tribunal's Registry.

Important notice to the person named in the summons

You must lodge the summoned documents via the [eCourts Portal](#) or in-person at the Tribunal's Registry.

Unless ordered otherwise, the summoned documents must not be sent to any party. Summoned documents must be produced to the Tribunal only.

If you are seeking to set aside the summons or seeking an order to vary the terms of the summons, you must complete and file the '**Objection to Summons**' section below. If lodging via 'Upload Requested Items' on the [eCourts Portal](#), you will be prompted to upload the 'Document outlining objection reasons' as a separate attachment to the summoned documents.

If you fail to object, parties to the matter may be automatically entitled to inspect and copy the documents you submit.

More information

More information can be found within the Tribunal's Info Sheet 13 ("Summons to Witness") available under 'Resources' at www.sat.justice.wa.gov.au. If you have any enquiries, please contact the Tribunal at (08) 9219 3111.

Summons to produce documents – Document Schedule

Item no.	Description
1	
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Documents can be provided to the Tribunal in advance of the date specified in the summons.

Notice of Objection to Summons

This page can be completed by the person named in the summons.

If you wish to object to the summons, you must file this notice with the Tribunal and serve it on the party who served you with the summons before the date set out on the first page.

You will be required to attend the Tribunal to have your objection heard and determined. You will be advised by the Tribunal of the date of that hearing.

SAT Matter Details

Matter Number:

 /

E.g., CC 123 / 2015

Person objecting details

Name:

Address:

Suburb:

Postcode

Telephone:

I give notice that I (tick the box that applies):

- object to the production of some or all the documents to the Tribunal; or
- object to the inspection/copying of some or all the documents produced.

Set out the reasons for your objection to the summons:

Name

Signature

Date