



Request to Issue Summons

This document is to request to issue a summons under the *State Administrative Tribunal Act 2004*. This form must be submitted along with the completed summons form. A separate request form must be completed for every summons to be issued

SAT MATTER DETAILS

Matter Number:

 /

Eg. CC 123 / 2015

Matter Name:

(If applicable)

Eg. 'Party v Party' or the subject person of an application 'John Smith'

WHY DOES THE SUMMONS NEED TO BE ISSUED?

Please set out the reasons why the summons needs to be issued, including details of the issue(s) to which the evidence or documents relate, the relevance of the evidence or documents to that issue and the importance of the evidence or documents to the case.

DETAILS OF PERSON MAKING REQUEST

Name:

Organisation/Firm:

(If applicable)

Phone:

Email: