

# Subpoena to Give Evidence

To (name):  
Of (address):

You are hereby required to attend for the purpose of giving evidence—

- (a) before the Court;
- (b) at (Court location)
- (c) on (date)

and until you are excused from further attending; but—

- (i) you need not comply with this subpoena if it is served on you after (date):
- (ii) you need not attend on any day unless reasonable expenses have been paid or tendered to you. If you are requested to attend Court by the Police or Public Officer the costs of attendance may be reimbursed to you after the date of attendance.

Parties: (name of prosecutor/applicant) v (name of defendant/respondent)  
Proceedings (short description of Proceedings):

Your attendance is required on behalf of the (select one) (prosecutor or defendant/respondent)

Contact details (name, address & telephone number of prosecutor/applicant or defendant/respondent issuing the subpoena):

This subpoena was issued by:

Name:

Address:

Police Officer /Public Officer/Registrar (select one)

Date:

Notes:

1. A public officer or police officer prosecuting proceedings may sign and issue a subpoena.
2. A registrar may issue a subpoena at the request of any other party to proceedings.
3. If you do not comply with this subpoena you may be arrested.

## Statement of Service

I (name) of (occupation)

I am aged 16 years or more

I did serve a copy of this subpoena on the witness on (date) by  
delivering a copy (state manner of service):

Signed:  
Name:

Witness:  
Name: