

Form 1 – Summons to attend to give evidence or produce documents

Victorian Civil and Administrative Tribunal Rules 2018 Rule 4.19

Victorian Civil and Administrative Tribunal

VCAT reference number:

Applicant:

Respondent:

Summons to attend to give evidence or produce documents

This summons is to—

Name:

Address:

You are required to attend the Victorian Civil and Administrative Tribunal (VCAT)—

to give evidence:

- at _____ on _____
- _____
- on any subsequent date that

requires you to attend to give evidence.

Note: You must attend until VCAT informs you that you may leave.

Delegate of the Principal Registrar:

Date:

to produce the following documents:

- by email to
or by post to GPO Box 5408 Melbourne VIC 3001
or by delivering the documents to:

- by no later than _____ on _____

This summons has been issued under section 104 of the *Victorian Civil and Administrative Tribunal Act 1998* at the:

request of _____
direction of the principal registrar _____
direction of the Tribunal _____

Address for service of party who has requested summons to be issued:

Important notes

- You are entitled to be paid for your reasonable travel expenses. See section 104(4) and (5) of the *Victorian Civil and Administrative Tribunal Act 1998* and Rule 4.20 of the *Victorian Civil and Administrative Tribunal Rules 2018*.
- If you fail, without reasonable excuse, to attend to give evidence or produce documents as specified above, you may be liable for an offence against section 134 of the *Victorian Civil and Administrative Tribunal Act 1998*. The maximum penalty for this offence is 6 months imprisonment or a fine of 60 penalty units or both, as well as a daily fine until you attend or produce the documents as required.
- VCAT may direct your arrest if you fail to attend to give evidence or produce documents as required by this summons.

Delegate of the Principal Registrar:

Date: