FORM 5 (September 2022 revision)

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| **EVIDENCE SUMMONS**  *Northern Territory Civil and Administrative Tribunal Act 2014 s89(1)* |
| **PARTIES** |

FILE NUMBER:

APPLICANT/S:

RESPONDENT/S:

**READ THIS DOCUMENT CAREFULLY**

**IT IMPOSES IMPORTANT OBLIGATIONS UPON YOU BUT ALSO CONTAINS INFORMATION ABOUT YOUR RIGHTS**

To:[[1]](#footnote-1) (‘the recipient’)

**YOU ARE REQUIRED:**

* On / / at AM/PM to appear as a witness before the Northern Territory Civil and Administrative Tribunal (‘NTCAT’) at the NTCAT Office, Darwin / Alice Springs to give oral evidence in these proceedings.

OR

* By 4pm on / / to produce evidentiary material to the Northern Territory Civil and Administrative Tribunal (‘NTCAT’) either via email to [AGD.ntcat@nt.gov.au](mailto:AGD.ntcat@nt.gov.au) or in person to one of our offices (or other method as agreed with the NTCAT Registry)

Evidentiary materials to be produced:

**NOTE**: **a person or legal entity served with a summons to produce evidentiary material may comply with it at any time prior to the time and date specified above.**

Date of Issue:

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| **CONDITIONS** |

This summons is issued by NTCAT on the following condition(s):[[2]](#footnote-2)

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| **IMPORTANT MATTERS** |
| 1. The evidence summons must be served (see NTCAT rule 9(6)) on the recipient by giving it to:  * if the recipient is a person – the person; or * if the recipient is a body corporate – an executive officer of the body corporate; or * a person authorised to accept service of documents on behalf of the recipient.  1. This evidence summons is an **ORDER** of NTCAT. A failure to comply with it may constitute an offence (see *Northern Territory Civil and Administrative Tribunal Act 2014* s 90). 2. If this evidence summons was issued on conditions, the recipient does not need to comply with it unless the conditions have been complied with. 3. The recipient may apply to the NTCAT (under NTCAT rule 9(7)) for orders:    * setting aside or allowing extra time to comply with an evidence summons;    * limiting the scope of evidentiary material required to be produced under an evidence summons; or    * requiring the party who applied for the evidence summons to meet or contribute to the costs of complying with it (whether or not the summons was issued on a condition regarding such costs). |

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| **NTCAT OFFICES** |
| DARWIN OFFICE ALICE SPRINGS OFFICE  Level 1, The Met Building Westpoint Building  13 Scaturchio Street 1 Stott Terrace  Casuarina, DARWIN NT 0810 ALICE SPRINGS NT 0870  FREECALL: 1800 604 622 | Phone: (08) 8944 8720  Email: AGD.ntcat@nt.gov.au |
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1. Person to be summonsed. Note that ‘person’ may include the Crown or a body corporate (see *Interpretation Act 1978* s 17). [↑](#footnote-ref-1)
2. Conditions other than those listed may be imposed. See Important Matters, item 3. [↑](#footnote-ref-2)