

COURT COPYING REQUISITION FORM

FIRM _____ CONTACT _____
PHONE _____ EMAIL _____
ADDRESS _____
MATTER NO. _____
MATTER NAME _____
SOLICITOR REF _____

TODAY'S DATE
OFFICE USE ONLY
JOB LOG
REF NO.

JOB REQUIRED BY	DATE		TIME			COPY X	
-----------------	------	--	------	--	--	--------	--

REGISTRY

- | | |
|--|--|
| <input type="checkbox"/> FEDERAL COURT | <input type="checkbox"/> SUPREME COURT |
| <input type="checkbox"/> LOCAL COURT | <input type="checkbox"/> SUPREME COURT OF NSW (Please attach signed copy of SC Gen 3) |
| <input type="checkbox"/> FAMILY COURT | <input type="checkbox"/> MAGISTRATES COURT |
| <input type="checkbox"/> DUST DISEASE TRIBUNAL | <input type="checkbox"/> WORKERS COMPENSATION COMMISSION
(Please attach a copy of the access order) |
| <input type="checkbox"/> DISTRICT COURT (Please attach Exhibit List) | <input type="checkbox"/> DEPARTMENT OF LANDS |
| <input type="checkbox"/> ADMINISTRATIVE APPEAL TRIBUNAL | <input type="checkbox"/> OFFICE OF STATE REVENUE |
| <input type="checkbox"/> OTHER | |

COPY SUBPOENA DOCUMENTS PRODUCED BY

PRODUCED BY	PK NO.	PRODUCED BY	PK NO.

(REFERENCE OF PARTY) WE ACT FOR:

- ☐ APPLICANT ☐ RESPONDENT ☐ PLAINTIFF _____ ☐ DEFENDANT _____ ☐ CROSS DEFENDANT

ALL DOCUMENTS COPIED BY LAW IMAGE WILL BE USED FOR THE PURPOSES ONLY OF THE PROCEEDINGS IN WHICH THEY HAVE BEEN PRODUCED TO THE COURT.

REFERENCE OF PARTY NAME _____ SIGNATURE _____

DOCUMENTS ACCESS DATE _____

COPY INSTRUCTIONS:

- ☐ STANDARD COPYING (BLACK & WHITE SINGLE SIDED AND NO STAPLES OR SPECIFY BELOW)

RECEIVED _____ DATE _____ TIME _____

SPECIAL INSTRUCTIONS

Lined area for special instructions.

RECEIVED _____ DATE _____ TIME _____