

Request to Issue Summons

Instructions

1. Complete this form for each summons you want the Administrative Review Tribunal (the Tribunal) to issue.
2. Attach the draft summons in the approved form.
3. Lodge both forms with the Tribunal.

Tribunal File Number:

Between:

Applicant

and:

Respondent

**Addressee for
summons:**

Preferred return date:
(for documents)

Reasons for the request

Please set out the reasons in support of your request, 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 the request

Name:	<input type="text"/>		
Organisation/Firm: (if applicable)	<input type="text"/>		
Telephone:	<input type="text"/>	Email:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

FOR TRIBUNAL USE ONLY

Considered by:

- | | | |
|--|--|--------------------------------|
| <input type="checkbox"/> Issue | <input type="checkbox"/> List for directions hearing/hearing | <input type="checkbox"/> Other |
| <input type="checkbox"/> Request further information | <input type="checkbox"/> Refuse | |

Instructions/Notes:

Information about this form

How do I submit this form?

You can send us your form via our online document lodgement system, by email, post, or deliver it to a Registry. Remember to attach the draft summons in the approved form.

Online document lodgement system: www.art.gov.au

Email: reviews@art.gov.au

Post: Administrative Review Tribunal, GPO Box 9955, Your capital city (Northern Territory residents should write to Adelaide) or Administrative Review Tribunal, c/- Supreme Court of Norfolk Island Registry, Kingston, Norfolk Island 2899

In person:

ADELAIDE

Level 2
1 King William St
ADELAIDE SA 5000

BRISBANE

Level 6
295 Ann St
BRISBANE QLD 4000

CANBERRA

Level 8
14 Moore St
CANBERRA CITY
ACT 2600

HOBART

Edward Braddon Building
Commonwealth Law Courts
39-41 Davey St
HOBART TAS 7000

MELBOURNE

Level 4
15 William St
MELBOURNE VIC
3000

NORFOLK ISLAND

Supreme Court of Norfolk Island
KINGSTON
NORFOLK ISLAND 2899

PERTH

Level 13
111 St Georges Terrace
PERTH WA 6000

SYDNEY

Level 6
83 Clarence St
SYDNEY NSW 2000

TEL +61 2 9391 2400

If you want more information or assistance, call us on **1800 228 333** (calls are free from landline phones, however calls from mobiles may be charged).

Non-English speakers can call the Translating and Interpreting Service on 131 450 and ask them to call the Administrative Review Tribunal.

If you are deaf or have a hearing or speech impairment, contact us through the National Relay Service.

For more information visit www.accesshub.gov.au

Website: www.art.gov.au