Request to Issue Summons



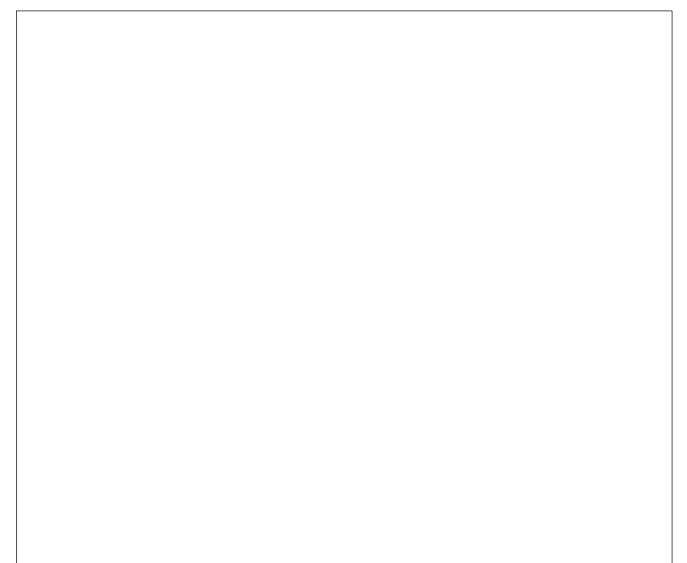
Instructions

- 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:		Aµ	oplicant
and:		Re	espondent
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:							
Organisation/Firm: (if applicable)							
Telephone:	Email:						
Signature:	Date:						
FOR TRIBUNAL USE ONLY							
Considered by:							
IssueRequest further inform	 List for directions hearing/hearing Other 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
	NORFOLK ISLAND	PERTH	SYDNEY

Level 4 15 William St MELBOURNE VIC 3000

Supreme Court of Norfolk Island Level 13 NORFOLK ISLAND 2899

111 St Georges Terrace PERTH WA 6000

Level 6 83 Clarence St SYDNEY NSW 2000

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

KINGSTON

TEL +61 2 9391 2400

Website: www.art.gov.au