FORM 42B

IN THE SUPREME COURT OF VICTORIA AT MELBOURNE
enter division DIVISION

S CI *enter number*

BETWEEN:

Plaintiff/s

- and -

Defendant/s

NOTICE TO ADRESSEE AND DECLARATION

Date of Document:
Filed on behalf of:
Prepared by :

Lawyer Code:
DX:
Tel:
Ref:

To: [*name of person to whom the subpoena is addressed and who will be the recipient of the subpoena*]

of [*address*]:

You may produce copies of any subpoenaed documents, unless the subpoena specifically requires you to produce originals. A copy of a document may be—

a) a photocopy; or

b) in PDF format on a CD-Rom.

You must complete the declaration below, attach it to the subpoena or a copy of the subpoena and return them with the documents or things you provide to the Court under the subpoena.

If you declare that the material you produce is copies of documents, the Prothonotary may, without further notice to you, destroy the copies after the expiry of a period of four months from the conclusion of the proceeding or, if the documents become exhibits in the

proceeding, when they are no longer required in connection with the proceeding, including on any appeal.

If the material you produce to the Court is or includes any original document, the Court will return all of the material to you at the address specified by you in the Declaration below.

DECLARATION BY ADDRESSEE (SUBPOENA RECIPIENT)

[*tick the relevant option below, provide your address as appropriate sign and date*]

☐ **All** of the material I am providing to the Court in compliance with the attached subpoena is copies of documents. I acknowledge that the Court will destroy the copies once they are no longer required, without further notice to me.

☐ **Some or all** of the material I am providing to the Court in compliance with the attached subpoena is an **original** document. Once the material is no longer required, all of the material should be returned to me at the following address—

[*insert address for return of material*].

Date:

[*signature of addressee*]
[*name of addressee*]