



## NOTICE TO A PERSON SUMMONED TO PRODUCE DOCUMENTS

### Complying with the summons

You must comply with this summons by:

- attending the hearing at the specified date and time and providing (producing) to the AAT the documents specified in the summons; or
- delivering or sending the documents to the AAT at the Registry from which the summons was issued by 4 pm on the day before the hearing is to take place.

If you do not have any of the documents specified in the summons, please advise the AAT of this in writing as soon as possible and before the day you are required to attend at the AAT.

You are not required to attend the hearing unless:

- you want to make an application to the AAT (see below);
- another summons requires you to attend; or
- the AAT directs you to attend the hearing.

### Form of documents

Unless the summons specifies that original documents are required, you may provide copies of the documents.

Please ensure that you put a copy of the summons at the top of the documents that you provide to the AAT.

### Expenses associated with the summons

You are entitled to be paid reasonable expenses for complying with the summons by the party that requested the issue of the summons. This generally includes the cost of copying and delivering documents to the AAT. The AAT is not responsible for these expenses.

You must be paid the expenses when you are given the summons or within a reasonable time before the day you are required to attend at the AAT.

You must comply with this summons, even if you think that the amount of expenses that you have been paid is insufficient. If you and the party cannot agree on the amount of the expenses, you can apply to the AAT for a determination of the amount that is payable.

Contact details of the party who requested the issue of the summons can be found at the bottom of the summons form.

### Objecting to the summons

If you want to object to producing any of the documents specified in the summons, or object to a party accessing any of the documents, you will need to apply to the AAT to make a decision about your objection.

Please contact the AAT as soon as possible and before the day you are required to attend at the AAT if you want to make an application.

### Access to documents

Unless the AAT orders otherwise, the parties to the application will be able to inspect and make copies of the documents.

If this summons relates to confidential records of a person other than yourself, you may wish to inform that other person that you are giving those records to the AAT.

### Return of summons documents

When the application or any appeal relating to the application has been finalised, the AAT will destroy documents produced under summons unless you have requested that the documents be returned to you.

When you provide the documents to the AAT, please indicate if you require the documents to be returned to you.

### Failure to comply with the summons

Failing to comply with a summons is an offence which carries a maximum penalty of 12 months imprisonment or 60 penalty units or both.