



Administrative  
Appeals Tribunal

**Summons to Give  
Evidence and  
Produce Documents**

**AAT case/review  
number**

**Between:**

Applicant

**and**

Respondent/Other Party

**To: Name**

**Address**

**YOU ARE REQUIRED** to appear before the Administrative Appeals Tribunal to give evidence at:

**Time:**

**Date:**

**Place:**

and on each subsequent day of the hearing of this proceeding until you are excused or released.

**YOU ARE ALSO REQUIRED** to produce the following documents or things at the time listed above:

**Note:** A person summoned to appear before the Tribunal to give evidence is entitled to be paid fees, and allowances for expenses, in accordance with the *Administrative Appeals Tribunal Regulation 2015*.

**Member/Officer:**

**Date issued:**

*(Tribunal use only)*

This summons has been issued by the Tribunal [at the request of the Applicant / Respondent / Other Party]  
*(delete whichever is not relevant)*

If you require further information, please contact:

Firm/Agency:

Contact person:

Telephone:

Email: