|  |  |
| --- | --- |
| **Our Ref:**  | Phone: Fax:  |

**By Email:**

OR

**By Facsimile:**

Dear Sir/Madam

Court proceedings name

Court proceedings number

OR

**Independent Representation of:**

**Born on:**

Court proceedings name

Court proceedings number

I act for full name in family law proceedings before the court name at court location.

OR

I am the Independent Children's Lawyer OR Independent Legal Representative OR Direct Legal Representative for the above child/ren in proceedings before the court name at court location.

I enclose by way of service upon you a subpoena to produce documents to the court name at court location by date **at 4:00pm**.

 of your office has kindly agreed to accept service of this subpoena by facsimile transmission. The original will be forwarded by post.

OR

Thank you for accepting service of this subpoena by email. The original will be forwarded by post.

OR

I also **enclose** our cheque in the sum of $ , being conduct money for the production of material under subpoena.

OR

Please invoice Legal Aid NSW with your reasonable costs associated with this subpoena, noting that conduct money for subpoena is GST free.

OR

Pursuant to the agreement reached between NSW Police or FACS and Legal Aid NSW, we note that you will now invoice us at the end of each month in relation to conduct money for all subpoenas issued to you.

OR

As arranged between the NSW Department of Education and Legal Aid NSW, no conduct money is payable in this instance as it was paid upfront to the Department.

You may comply with this subpoena by forwarding the relevant documents or copies of the documents to the below mentioned address, quoting court proceedings name and court proceedings number.

 The Exhibits Clerk

 Court name

 Court address

Please ensure that the documents arrive by and that you also enclose a copy of the subpoena with your documents, so that the Court file may easily be located.

Please note that it is not necessary for an officer from your organisation to attend the Court to produce the documents. It is only necessary for the documents to be forwarded to the Court.

If you have any questions regarding this matter please contact me on .

Yours sincerely



**Solicitor**

Encl.