

## Instructions for filling out an annulment application

These are instructions. It is important to complete this form with your own details and based on your own circumstances. If you need more help get legal advice.

# Application to the Local Court

Section 45 Local Court Act 2007

Part 4 Local Court Rules 2009

## Notice of Listing

Place: [This will be completed by the court](#)

Time and Date: This will be completed by the court

## Applicant Details

Name: [Your name](#)

Address: [Your street address](#)

Postal Address: [Fill this out if you have a PO Box or other address where you received mail, otherwise write "as above"](#)

Lawyers Name & Address: [If you're representing yourself, leave blank](#)

## Respondent Details

Name: [Commissioner of Police NSW](#)

Address: [Commissioner of Police NSW](#)

[1 Charles Street, Parramatta NSW 2150](#)

Fax: [Leave blank](#)

## Additional Parties

Name: [Leave blank](#)

Address: [Leave blank](#)

Connection to proceedings (e.g. Owner of goods): [Leave blank](#)

## Statement of Service

[Leave this section blank, it will be completed by the court](#)

I (name) of (occupation) did serve a copy of this application on  
(name(s) on (date) by (tick one):

delivering a copy personally to the person

giving a copy to (name), an adult person at the address of the respondent.

sending a copy by registered mail to the respondent's address at:

sending a copy by facsimile to the respondent's address at: (only available where respondent is a Government Department and fax number provided). Advice confirming successful transmission of the document was received by me on (date):

Signature:

Name:

Witness Signature:

Name:

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# Application to the Local Court

Act and Section under which application lodged: Crimes (Local Courts Appeal and Review) Act 2001, s4

**Order/s Sought:** That the following order made by the Local Court be annulled

Parties: [For example, NSW Police v Your name](#)

Date of order: [The date the court made the orders in your absence](#)

Place of order: [The location of the court that convicted you](#)

Type of case or offences: [List the offences](#)

**Grounds for Application** (please choose from below or provide your own grounds): [Tick the options that apply to you](#)

- That the order made by the court was made in my absence.
- That I was unaware of the original Local Court proceeding until after they were completed.
- I was hindered from attending due to accident, illness, misadventure or other circumstances: [Write the circumstances you want to rely on here.](#)
- It is in the interests of justice to annul the order having regard to the following circumstances: [Write the circumstances you want to reply on here.](#)

## Other relevant Information

Original case details:

Charge and sequence number: [The charge and sequence numbers are on your Court Attendance Notice \(CAN\)](#)

Defendant's date of birth: [Write your date of birth](#)

**Signature of Applicant:** [Sign here](#)

(Signature not required if applicant is a police officer or public officer)

**Signature of Registrar:**

(Signature not required if applicant is a police officer or public officer)

Application filed at: [This will be completed by the court](#)

Date of filing application: [This will be completed by the court](#)

**Court Registry Use Only**

**Date Court Attendance Notice Filed:**

**Place of Filing:**

**(If different from place of first listing):**

**Court Reference Number:**

**Fees (circle): Paid / Waived / Remitted / Exempt**

**Payment Stamp**