

## NOTICE OF MOTION

### COURT DETAILS

Court Write the name of the Court  
#Division Leave blank  
#List Write 'Criminal'  
Registry Write the suburb of the Court  
Case number Write your case number

### TITLE OF PROCEEDINGS

[First] plaintiff Write who gave you the fine

#Second plaintiff #Number of  
plaintiffs (if more than two)

[First] defendant Write your name

#Second defendant #Number of  
defendants (if more than two)

### FILING DETAILS

Person seeking orders Write your name and 'Defendant'  
#Filed in relation to Write your case number  
#Legal representative Leave blank  
#Legal representative reference Leave blank  
Contact name and telephone Write your name and telephone number  
Contact email Write your email address

### PERSON AFFECTED BY ORDERS SOUGHT

Write the name of the prosecutor

### HEARING DETAILS Leave blank – the Court will fill in this section

This motion is listed at [time, date and place to be inserted by the registry unless otherwise known (Court registry will leave blank if being dealt with in chambers.)].

[on separate page]

## ORDERS SOUGHT

1 Write the orders you want the Court to make

2

## SIGNATURE

#Signature of legal representative Leave blank

#Signature of or on behalf of person seeking orders if not legally represented Sign here

Capacity Write 'Defendant'

Date of signature Write the date

## #NOTICE TO PERSON AFFECTED BY ORDERS SOUGHT

If you do not attend, the court may hear the motion and make orders, including orders for costs, in your absence.

## REGISTRY ADDRESS

Street address Write the registry's street address

Postal address Write the registry's postal address

Telephone Write the registry's telephone number

## Delete this section

[on separate page]

[Only include this section if a non-party is (a) seeking orders (ie an applicant), or (b) affected by orders sought (ie a respondent). Do not include the contact details for any person who is already a party to the proceedings.

"Person" includes a corporation. ]

## #FURTHER DETAILS ABOUT APPLICANT

### Applicant

[A person is an applicant only if not already a party to the proceedings.]

Name

Address

[The applicant must give the applicant's address.]

#[unit/level number]

#[building name]

[street number]

[street name]

[street type]

[suburb/city]

[state/territory]

[postcode]

#[country (if not Australia)]

#Frequent user identifier

[include if the applicant is a registered frequent user]

### #Legal representative for applicant[s]

Name

[name of solicitor on record]

Practising certificate number

Firm

[name of firm]

#Contact solicitor

[include name of contact solicitor if different to solicitor on record]

Address

#[unit/level number]

#[building name]

[street number]

[street name]

[street type]

[suburb/city]

[state/territory]

[postcode]

DX address

Telephone

Fax

Email

Electronic service address

[#email address for electronic service eg [service@emailaddress.com.au](mailto:service@emailaddress.com.au) #Not applicable]

### #Contact details for applicant acting in person or by authorised officer

#Name of authorised officer

#Capacity to act for applicant

Address for service

[The applicant must give an address for service. This must be an address in NSW unless the exceptions listed in UCPR 4.5(3) apply. State "as above" if the applicant's address for service is the same as the applicant's address stated above.]

#as above

#[unit/level number]

#[building name]

[street number]

[street name]

[street type]

[suburb/city]

[state/territory]

[postcode]

#Telephone

#Fax

#Email

[Delete this section](#)

## #FURTHER DETAILS ABOUT RESPONDENT[S]

[A person is a respondent only if not already a party to the proceedings.]

### Respondent

Name

Address

#[unit/level number]

#[building name]

[street number]

[street name]

[street type]

[suburb/city]

[state/territory]

[postcode]

#[country (if not Australia)]

SAMPLE