



Application for leave to serve summons interstate

Service and Execution of Process Act 1992 (Cth)

Before completing this form, refer to NCAT's Procedural Direction on Summons for detailed information about requesting a summons, available on the NCAT website www.ncat.nsw.gov.au.

CASE DETAILS

Division Consumer and Commercial Division Administrative and Equal Opportunity Division

Guardianship Division Occupational Division Appeal Panel

NCAT File Number Guardianship Division Matter Number (if applicable)

PARTY NAMES

Applicant

Respondent

Other

PARTY APPLYING TO ISSUE THE SUMMONS

I, (insert name)

of (insert address)

make application to the NSW Civil and Administrative Tribunal for an order giving leave to serve the attached summons outside the State of New South Wales.

DECLARATION

In support of the application, I make the following declaration:

1. The giving of evidence likely to be given by the person to whom the summons is addressed, or the production of a document or other thing specified in the summons, is necessary in the interests of justice.

Provide details:

2. There is enough time for the person named in the summons to comply with the summons without hardship or serious inconvenience.
3. There is enough time for the person named in the summons to make an application under Section 61 of the *Service and Execution of Process Act 1992 (Cth)*.
4. I undertake to serve or to make arrangements for the summons to be served in accordance with the *Civil and Administrative Tribunal Act 2013* and the *Civil and Administrative Tribunal Rules 2014*.



- 6. I undertake that at the time of service, or at some reasonable time before the person to whom the summons is addressed is required to comply, allowance and travelling expenses sufficient to meet the person's reasonable expenses of complying with the summons will be paid or tendered to the person.
- 7. A completed summons form is attached to this application for NCAT's consideration.
- 8. I understand that the separate 'Summons to give evidence for interstate service' form must be completed and a separate fee must be paid for each summons to be issued. Refer to the fees and charges schedule available on www.ncat.nsw.gov.au.

SIGNATURE

Signed by:

Date:

Name:

Applicant
 Respondent
 Other (please specify)

ORDERS (OFFICE USE ONLY)

Leave is: Granted an Order is made Refused Fee paid

The summons is to be served on or before:

Any other conditions:

Judicial Officer

Date