

Instructions for completing a Notice of Discontinuance

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, you should seek legal advice.

Notice of Request to Inspect

Federal Circuit and Family Court of Australia (Family Law) Rules 2021 – **6.37(1)(c)**

Federal Circuit and Family Court of Australia (Division 2) (General Federal Law) Rules 2021 – **16.12(1)(c)**

Please type or print clearly and mark [X] all boxes that apply. Attach extra pages if you need more space to answer any question/s.

Filed in: **Tick the first box**

- Federal Circuit and Family Court of Australia
- Other (specify) _____

File number **Write your file number**

Filed at **Write the location of registry**

Filed on **Write the date**

Part A About the parties

1 APPLICANT 1

Family name as used now

Write your surname

Given names

Write your first and middle names

OTHER PARTY (if applicable)

Family name as used now

Leave blank

Given names

Leave blank

RESPONDENT 1

Family name as used now

Write your employer's surname

Given names

Write your employer's first name

OTHER PARTY (if applicable)

Family name as used now

Leave blank

Given names

Leave blank

Part B Details of person making request

2 I (print name)

Write your name

(and law firm if appropriate)

Leave blank

certify that:

- I am the solicitor on record for this matter and I issued the subpoena/s in respect to this notice / or I have a letter of authorisation from the solicitor on record who issued the subpoena, **or**
- I am a party to these proceedings and I issued the subpoena/s in respect to this notice (for parties, photo identification is required). **Tick this box**

Part C Details of the Subpoena

3 The following subpoena has been issued in the Federal Circuit and Family Court of Australia. Please complete the following details – one *Notice of Request to Inspect* form for **each subpoena you wish to inspect**.

Person Subpoenaed **Write the name of the person named in the subpoena**

Date issued **Write the date subpoena issued** Date Served **Write date subpoena served**

Who the Subpoenaed material relates to. **Write who the records relate to**

Date of production **Write the date of production** Medical records Yes No

Tick the box if medical records were requested

4 The date for the production of the subpoena listed in point 3 above has passed. **Tick this box**

(NOTE: This form WILL NOT BE ACCEPTED for filing until on or after the date of production.)

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Part D Service of Subpoena

- It is a requirement that a subpoena be served on each other party and any interested person in the proceeding (including in family law proceedings, any independent children’s lawyer).
- In family law proceedings, see rules 6.30 and 6.37(1)(b), and Divisions 2.6.2 and 2.6.3 of the *Federal Circuit and Family Court of Australia (Family Law) Rules 2021* (the Family Law Rules).
- In general federal law proceedings, see rule 16.05 and Divisions 6.2 and 6.3 of the *Federal Circuit and Family Court of Australia (Division 2) (General Federal Law) Rules 2021* (the General Federal Law Rules).

5 I have complied with the requirements of rules 6.30 and 6.37(1)(b) of the Family Law Rules, or rule 16.05 of the General Federal Law Rules, for service of the subpoena upon the named person. **Tick this box**

6 I have complied with the requirements of rules 6.30 and 6.37(1)(b) of the Family Law Rules, or rule 16.05 of the General Federal Law Rules, for service of a copy of the subpoena upon each other party, each interested person and any independent children’s lawyer. **Tick this box**

Part E Signature

7 No notice of objection has been received by myself / the solicitor on record in respect to the above subpoenas. **Tick this box if no one has objected to your subpoena**

Signature

Date

Sign here

Write the date here

Leave this section blank

OFFICE USE ONLY	
Was an objection lodged in respect of this subpoena?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is this person the issuing party or the solicitor on record?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Did you decide that the document referred to in point 3 above could be released for inspection – see rule 6.37 of the Family Law Rules, or, rule 16.12 of the General Federal Law Rules (If no, provide reason)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> View, or <input type="checkbox"/> View and copy
Name and signature of officer approving the Notice of request to inspect	Date of decision
<input type="text"/>	<input type="text"/>