Form P11

Notice to produce

|  |  |
| --- | --- |
| **Case Number** |  |

This notice requires a party to produce at the hearing and determination of these proceedings in the South Australian Employment Tribunal, such of the documents specified as are in his/her custody, possession or power

Submitting an incomplete form may delay the progress of your matter.

# PARTIES

|  |  |
| --- | --- |
| Applicant |  |
| Respondent |  |
| Other Party |  |

# Notice to produce

|  |  |
| --- | --- |
| To the above named | ☐ Applicant ☐ Respondent ☐ Other party |
| Name |  |
| Address |  |
| Phone |  |

**Take notice** you are hereby required to produce and show to the Tribunal on the hearing and determination of this matter the following documents which are in your possession, custody or power:

*(Set out consecutively in numbered paragraphs a proper description of each of the documents for which production is sought.)*

|  |
| --- |
| 1. … |

# LODGING YOUR COMPLETED FORM

The person lodging this form must send a copy (with the hearing date details completed) to all other party/ies.

|  |  |
| --- | --- |
| Name of person lodging |  |
| Signature |  |
| Date |  |

Please lodge this form, together with any accompanying documents, with the South Australian Employment Tribunal:

Email: [saet@sa.gov.au](mailto:saet@sa.gov.au)  
Post: PO Box 3636, Rundle Mall, SA, 5000  
In person: Level 6, Riverside Centre, North Terrace, Adelaide, 5000

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| **PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS** |