

APPLICATION FOR SUMMONS



About this form

- This is the approved form for requesting a summons that requires a person to either attend the South Australian Employment Tribunal to give evidence or provide specified documents or things or both.
- This form may be completed electronically and lodged as an email attachment (not a scan). A signature is not required.

1. CASE DETAILS

SAET Case number

Name of Party requesting Summons

Names of other parties to this case (as per SAET correspondence)

2. TYPE OF SUMMONS

This form is requesting that the Summons Recipient be summonsed to?

- Attend** The summons recipient will be required to appear before SAET to give evidence. Ensure you complete section 4. *Conference / Hearing to Attend*.
- Produce** The summons recipient will be required to provide SAET documents or things. Ensure you complete section 5. *Documents or Things to Produce*.
- Attend and produce** The summons recipient will be required to appear before SAET to give evidence and provide SAET documents or things. Ensure you complete both section 4. *Conference / Hearing to Attend* and 5. *Documents or Things to Produce*.

3. SUMMONS RECIPIENT

Provide details of who is being summonsed. Complete as many fields as possible.

Title

Given name

Family name

Role title (e.g. Chief Executive, Practice Manager, Proper Officer)

Organisation name (if relevant)

Unit number

Street number

Street name / PO Box

Street type (eg Street, Road, Drive)

Suburb

State

Postcode

Phone

Mobile

Email

4. CONFERENCE / HEARING TO ATTEND

Complete this section if you are requesting that the Summons Recipient be required to appear before SAET to give evidence.

Type (e.g. Conciliation Conference, Hearing, etc.):

Date

Time

5. DOCUMENTS OR THINGS TO PRODUCE

Complete this section if you are requesting that the Summons Recipient be required to provide SAET documents or things.

Medical records in Return to Work matters

Is the case in relation to a *Return to Work Act 2014* matter and are you requesting medical records to be produced?

No

Yes – note that permission to issue a summons is required from SAET prior to this form being lodged.

In accordance with SAET Rule 149(2) the summons must be accompanied by payment of \$100 to the medical practice from whom the medical records are sought:

Evidence of electronic funds transfer is attached to this application

Schedule of documents or things to produce

Schedule of documents or things to be produced

6. SUPPORTING ATTACHMENTS

Provide a brief description of any attachments supporting this form.

7. LODGING YOUR COMPLETED FORM

The person lodging this form must send a copy to all other parties to the case.

Name of person lodging the application

Signature (if submitting in hardcopy)

Date

Please lodge this form with the South Australian Employment Tribunal:

Email (preferred) **saet@sa.gov.au**

Post PO Box 3636, Rundle Mall, SA, 5000

In person Level 6, Riverside Centre, North Terrace, Adelaide, 5000