

Form 3
Summons to Show Cause

BEFORE THE INDUSTRIAL RELATIONS COMMISSION *or as required by Schedule 1*
OF NEW SOUTH WALES

No. IRC **of 20**

*(Add Title as required by
Schedule 1)*

**SUMMONS TO SHOW
CAUSE**

Filed by *(Name of person,
corporation, organisation or
other body filing the document)*

Contact name *(Name of
person conducting the matter)*

Address
Telephone
Facsimile
DX

*(and if solicitors or agents are
acting, add)
by their agents*

Name
Address
Telephone
Facsimile
DX

To:
(name)

You are hereby summoned to appear before the Industrial Relations Commission at *(state address at which attendance required)* on *(date)* 20 at *(time)* am/pm to show cause why:

(State briefly but specifically the nature of the application to be made).

This summons is issued on:

- * the application of ... *(insert name and address of applicant for summons)*
- * the direction of the Commission

Dated:

Industrial Registrar

IMPORTANT NOTICE:

(1) You are required to file a notice of appearance at the Industrial Registry *(address and telephone number)* within 7 days of service of this summons on you. See Part 12 of the Industrial Relations Commission Rules.

(2) If you do not enter an appearance, or if there is no attendance by you or your counsel, solicitor or agent at the time and place specified in this application or as notified to you subsequently, the proceedings may be heard in your absence and an order may be made against you.

(3) The parties will be advised if the date time or place is altered. Any enquiries should be made to the Commission List Clerk, telephone *(number)*

*(where the time for service has been abridged, add —
The time before which this summons is to be served has been abridged by the Commission to 5.00 pm on *(date)* 20).*