

## SUMMONS

### COURT DETAILS

Court

#Division

#List

Registry

Case number

### TITLE OF PROCEEDINGS

[First] plaintiff

**[name]**

#Second plaintiff #Number of  
plaintiffs (if more than two)

[#name #number  
Refer to Party Details at rear for full list of parties]

[First] defendant

**[name]**

#Second defendant #Number of  
defendants (if more than two)

[#name #number  
Refer to Party Details at rear for full list of parties]

#Additional information

[eg Estate of (name), Adoption of (child's name)]

### FILING DETAILS

Filed for

**[name]** plaintiff[s]

Legal representative

[solicitor on record] [firm]

#Legal representative reference

[reference number]

Contact name and telephone

[name] [telephone]

### HEARING DETAILS

This summons is listed at [time, date and place to be inserted by the registry].

### TYPE OF CLAIM

[Select type of claim from the list available on the UCPR website at [www.ucprforms.nsw.gov.au](http://www.ucprforms.nsw.gov.au) by clicking on the link to Publications at any NSW court registry.]

[on separate page]

[Note: If the completed RELIEF CLAIMED will fit in the available space appearing after TYPE OF CLAIM on the first page of this form, you may delete the page break, include the RELIEF CLAIMED on the first page and start this page with SIGNATURE OF LEGAL REPRESENTATIVE.]

**RELIEF CLAIMED**

- 1        [ ]
- 2        [ ]

**SIGNATURE OF LEGAL REPRESENTATIVE**

#This summons does not require a certificate under clause 4 of Schedule 2 to the [Legal Profession Uniform Law Application Act 2014](#).

#I certify under clause 4 of Schedule 2 to the [Legal Profession Uniform Law Application Act 2014](#) that there are reasonable grounds for believing on the basis of provable facts and a reasonably arguable view of the law that the claim for damages in these proceedings has reasonable prospects of success.

I have advised the plaintiff[s] that court fees may be payable during these proceedings. These fees may include a hearing allocation fee.

Signature

Capacity    [eg solicitor on record, contact solicitor]

Date of signature

**NOTICE TO DEFENDANT**

If your solicitor, barrister or you do not attend the hearing, the court may give judgment or make orders against you in your absence. The judgment may be for the relief claimed in the summons and for the plaintiff's costs of bringing these proceedings.

Before you can appear before the court you must file at the court an appearance in the approved form.

**HOW TO RESPOND**

**Please read this summons very carefully. If you have any trouble understanding it or require assistance on how to respond to the summons you should get legal advice as soon as possible.**

You can get further information about what you need to do to respond to the summons from:

- A legal practitioner.
- LawAccess NSW on 1300 888 529 or at [www.lawaccess.nsw.gov.au](http://www.lawaccess.nsw.gov.au).

- The court registry for limited procedural information.

Court forms are available on the UCPR website at [www.ucprforms.nsw.gov.au](http://www.ucprforms.nsw.gov.au) or at any NSW court registry.

## **REGISTRY ADDRESS**

Street address

Postal address

Telephone

[on separate page]

**#PARTY DETAILS**

[Include only if more than two plaintiffs and/or more than two defendants.]

**PARTIES TO THE PROCEEDINGS****Plaintiff[s]**

[name] [role of party eg first plaintiff]  
 [repeat as required for each additional plaintiff]

**Defendant[s]**

[name] [role of party eg first defendant]  
 [repeat as required for each additional defendant]

**FURTHER DETAILS ABOUT PLAINTIFF[S]****[First] plaintiff**

Name

Address

[The filing party must give the party's address.]

#[unit/level number]

#[building name]

[street number]

[street name]

[street type]

[suburb/city]

[state/territory]

[postcode]

#[country (if not Australia)]

#Frequent user identifier

[include if the plaintiff is a registered frequent user]

[repeat the above information as required for the second and each additional plaintiff]

**Legal representative for plaintiff[s]**

Name

[name of solicitor on record]

Practising certificate number

Firm

[name of firm]

#Contact solicitor

[include name of contact solicitor if different to solicitor on record]

Address

#[unit/level number]

#[building name]

[street number]

[street name]

[street type]

[suburb/city]

[state/territory]

[postcode]

DX address

Telephone

Fax

Email

Electronic service address

[#email address for electronic service eg  
[service@emailaddress.com.au](mailto:service@emailaddress.com.au) #Not applicable]

**DETAILS ABOUT DEFENDANT[S]****[First] defendant**

Name

Address

#[unit/level number]

#[building name]

[street number]

[street name]

[street type]

[suburb/city]

[state/territory]

[postcode]

#[country (if not Australia)]

[repeat the above information as required for the second and each additional defendant]