

## 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]

Contact name and telephone

[name] [telephone]

Contact email

[email address]

### 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 provided in section 6 of the Guide to preparing documents, available on the UCPR website at [www.ucprforms.justice.nsw.gov.au](http://www.ucprforms.justice.nsw.gov.au) by clicking on the link to Publications, or at any NSW court registry.]



[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]

**Contact details for plaintiff acting in person or by authorised officer**

#Name of authorised officer

#Capacity to act for plaintiff

Address for service

[The filing party must give an address for service. This must be an address in NSW unless the exceptions listed in UCPR 4.5(3) apply. State "as above" if the filing party's address for service is the same as the filing party's address stated above.]

#as above

#[unit/level number]

#[building name]

[street number]

[street name]

[street type]

[suburb/city]

[state/territory]

[postcode]

Telephone

#Fax

Email

**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]