SUMMONS (SUPERVISORY JURISDICTION)

COURT DETAILS

Court	Supreme Court of New South Wales, Court of Appeal
Registry	Sydney
Case number	

TITLE OF PROCEEDINGS

[First] applicant	**[name]**
#Second applicant #Number of applicants (if more than two)	
[First] respondent [active respondent- not decision-maker]	**[name]**
#Second respondent #Number of respondents (if more than two)	

#PROCEEDINGS IN THE COURT BELOW

Title below	[eg X Pty Limited and another v Y and others]
Court [Tribunal or other decision-maker] below	
Case [or file] number below	
Date[s] of hearing	
Material date	
Decision of	[Decision-maker's name and designation]

FILING DETAILS

Filed for	**[name]** [role of party eg applicant]
#Filed in relation to	[eg whole decision below, decision below in relation to (number) cross-claim, decision below in relation to quantum] [include only if form to be eFiled]
#Legal representative	[solicitor on record] [firm]
#Legal representative reference	[reference number]
Contact name and telephone	[name] [telephone]
Contact email	[email address]

HEARING DETAILS

This summons is listed for directions at [time, date and place to be inserted by the registry unless otherwise known].

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 or at any NSW court registry.]

ORDERS SOUGHT

1   [State the orders sought]

2   [ ]

DETAILS OF DECISION

1   The decision maker was [identity of the decision-maker].

2   The decision to be reviewed was [terms of the decision below].

3   #The applicant seeks relief from the whole of the decision below.

         #The applicant seeks relief from the part of the decision below in relation to [state the relevant part of the decision below].

GROUNDS

1   [State briefly but specifically the grounds on which the relief is sought: r 59.4(c).]

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 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 applicant[s] that court fees will be payable during these proceedings. These fees may include a hearing allocation fee.

Signature
Capacity   [eg solicitor on record, contact solicitor]
Date of signature

#SIGNATURE OF OR ON BEHALF OF APPLICANT IF NOT LEGALLY REPRESENTED

I acknowledge that court fees will be payable during these proceedings. These fees may include a hearing allocation fee.

Signature

Capacity   [eg authorised officer, role of party]

Date of signature

NOTICE TO RESPONDENT

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 applicant'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.

- The court registry for limited procedural information.

Court forms are available on the UCPR website at www.ucprforms.justice.nsw.gov.au or at any NSW court registry.

REGISTRY ADDRESS

Street address	Supreme Court of New South Wales, Court of Appeal
	Law Courts Building
	Queen's Square
	Level 5, 184 Phillip Street
	Sydney NSW 2000
Postal address	GPO Box 3
	Sydney NSW 2001
DX	DX 829 Sydney
Telephone	1300 679 272

PARTY DETAILS

A list of parties must be filed and served with this summons.

[on separate page]

FURTHER DETAILS ABOUT APPLICANT[S]

[First] applicant

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 applicant is a registered frequent user]

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

#Legal representative for applicant[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 #Not applicable]

#Contact details for applicant[s] acting in person or by authorised officer

#Name of authorised officer

#Capacity to act for applicant[s]

Address for service   #as above
[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.]

#[unit/level number]   #[building name]

[street number]   [street name]   [street type]

[suburb/city]   [state/territory]   [postcode]

#Telephone

#Fax

#Email

DETAILS ABOUT RESPONDENT[S]

[First] respondent

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 respondent]