

## NOTICE TO PRODUCE FOR INSPECTION

### COURT DETAILS

Court  
#Division  
#List  
Registry  
Case number

### TITLE OF PROCEEDINGS

[First] plaintiff **[name]**

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

[First] defendant **[name]**

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

### PREPARATION DETAILS

Prepared for **[name]** [role of party eg plaintiff]

#Legal representative [solicitor on record] [firm]

#Legal representative reference [reference number]

Contact name and telephone [name] [telephone]

Contact email [email address]

### NOTICE TO PRODUCE

Name

Address

You are required to produce the following documents or things for inspection by the [role of party who prepared this notice] #by [date for production].

[NOTE - 14 days or longer is taken to be reasonable unless the contrary is established.]

1 [list documents or things].

### SIGNATURE

#Signature of legal representative

#Signature of or on behalf of  
party if not legally represented

Capacity [eg solicitor, authorised officer, role of party]

Date of signature

## HOW TO RESPOND

You must, within a reasonable time after being served with this notice:

- produce for the [role of party who prepared this notice]'s inspection such of the documents or things referred to in this notice (other than privileged documents) as are in your possession.
- serve on the party who prepared this notice, in respect of any document that is not produced, a notice stating:
  - that the document is a privileged document, or
  - that the document is, to the best of your knowledge, information and belief, in the possession of a person who is identified in the notice, or
  - that you have no knowledge, information or belief as to the existence or whereabouts of the document.

Fourteen days after service of the notice is usually taken to be a reasonable time to comply, unless the contrary is established by the party to whom this notice is addressed (who seeks a longer period) or the party who prepared this notice (who seeks a shorter period).

For further information, see UCPR 21.11.