

## NOTES

**(1) If you are no longer acting in the matter:**

Please note that practice direction 19 of the *Criminal Practice Rules 1999* sets out the requirements if a lawyer wants to withdraw from acting for an accused person.

**(2) If other charges are pending:**

If your client(s) has other charges pending which you are instructed may proceed by ex officio indictment, please advise this office as soon as possible giving details of the charges and the name and station of the arresting officer in respect of those charges.

**(3) If a plea of guilty is intended:**

The *Penalties and Sentences Act 1992* provides that a court may, when imposing a sentence, have regard to the time at which the offender informed the relevant law enforcement agency of his or her intention to plead guilty. If your client(s) intends to plead guilty to the charge(s) in the indictment, please advise this office in writing as soon as possible.

**(4) If you wish to make a submission:**

If your client(s) wishes to make a submission regarding reduction or discontinuance of the charge(s) in the indictment, whether before presentation of the indictment or after presentation, please forward the submission in writing to the Manager Operations at this office as soon as possible. Written submissions are preferred.

**(5) If you wish to receive a copy of the depositions or exhibits:**

If you wish to receive a copy of the depositions, these are available upon request from the Depositions Officer (phone +61 7 3239 6840).

All physical exhibits can be made available for inspection upon request from the Exhibits Officer (phone +61 7 3239 6840).

## Form 23

### NOTICE TO BE SERVED WITH SUBPOENA

#### **THIS IS A VERY IMPORTANT DOCUMENT PLEASE READ IT CAREFULLY**

#### **Failure to comply with subpoena may result in arrest**

Failure to comply with this subpoena without lawful excuse is contempt of court and may result in your arrest.

#### **Not all subpoenas will specify a particular date and time to attend.**

The courts often list a number of cases in the same time period. As cases are completed or adjourned others may progress up the list. The lists are constantly reviewed to maximise use of court time and to reduce the costs to the taxpayer. If you have not been given a definite date and time in the subpoena, the party serving the subpoena must, as soon as practicable, advise you when you are required to attend court or if your attendance is no longer required (Rule 29 *Criminal Practice Rules 1999*).

#### **Entitlement to travelling expenses**

A person must comply with a subpoena only if an amount sufficient to meet the person's reasonable travelling expenses in complying with the subpoena, or a ticket or other travel document needed to comply with it, is tendered either when the subpoena is served or within a reasonable time before the attendance under the subpoena is required (Rule 35 *Criminal Practice Rules 1999*).

#### **Application to set aside subpoena**

A person who has been served with a subpoena may apply to the court for an order to set aside the subpoena. If it is a subpoena to produce documents, an application may also be made to narrow its scope (e.g. by reducing the number of documents to be produced).

If the application to set aside or narrow the subpoena is successful, the applicant may apply to the court for an order that all or part of the applicant's costs incurred in applying to have the subpoena set aside or narrowed be paid by -

- (a) the party who served the subpoena; or
- (b) if the court finds the conduct of the party's lawyer in serving the subpoena was oppressive, vexatious or an abuse of process - the party's lawyer (Rule 33-35 *Criminal Practice Rules 1999*).

The applicant must serve a copy of the application to set aside a subpoena on the person who served the subpoena (Rule 33 *Criminal Practice Rules 1999*).

#### **Subpoena to produce medical or hospital records or records of a department of government or a statutory authority of the Commonwealth or State**

If a subpoena requires the production of a medical record, hospital record or a record of a department of government, or a statutory authority of the Commonwealth or State, the served person may comply by giving the record to the proper officer of the court in a sealed envelope clearly marked "**court exhibits**" or something similar. The record is to be given to the proper officer at least 1 clear day before the time stated for production in the subpoena (Rule 30 *Criminal Practice Rules 1999*).

If you wish to object to the record or part of it being inspected or copied you must give the proper officer a written statement stating the grounds for the objection (Rule 31 *Criminal Practice Rules 1999*).

# People I want to receive information

I request the ODPP to provide the following people/support organisations with updates about my matter.

## Support organisations

Please tick if you would like the following support organisation(s) to receive information about your matter.

- Victim Assist Queensland**  
Provides access to financial assistance and specialised support services
- Protect All Children Today ('PACT')**  
Provides court support for children required to give evidence in court
- Court Network**  
Provides court support for adults required to give evidence in **Brisbane, Cairns, Ipswich and Townsville** courts only
- Queensland Homicide Victims' Support Group**  
Provides support for relatives and friends of victims of homicide
- WWILD Sexual Violence Prevention Association**  
Provides counselling and support for people with intellectual and learning disabilities who have been victims of sexual violence
- Queensland Health Victim Support Service (QHVSS)**  
Provides specialised counselling, support and information to victims of crime when the person charged has been assessed as having a mental illness or intellectual disability.
- Other**

<b>Name of organisation</b>			
<b>Contact</b>	<i>Name (if known)</i>	<i>Phone</i>	
<b>Postal address</b>	<i>Address Line 1</i>		
	<i>Suburb</i>	<i>State</i>	<i>Postcode</i>

## Individuals

Add the details of family members or friends if you would like them to receive information about your matter.

<b>Name</b>		<b>Relationship to victim</b>			
<b>Postal address</b>	<i>Address Line 1</i>		<b>Email</b>		
	<i>Suburb</i>	<i>State</i>	<i>Postcode</i>	<b>Phone</b>	
<b>Name</b>		<b>Relationship to victim</b>			
<b>Postal address</b>	<i>Address Line 1</i>		<b>Email</b>		
	<i>Suburb</i>	<i>State</i>	<i>Postcode</i>	<b>Phone</b>	

Please sign this form and return it in the reply paid envelope provided or scan and email it to [ODPPVLOSsheehy@justice.qld.gov.au](mailto:ODPPVLOSsheehy@justice.qld.gov.au).

I understand that if I choose not to disclose my postal address or fail to advise my victim liaison officer of a change of address, the Victim Liaison Service will not be able to provide a full service and keep me updated in relation to my matter.

<b>Signature</b>		<b>Date</b>	
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Office of the  
Director of Public Prosecutions

# Victim Liaison Service Survey<sup>survey coversheet</sup>

Information for victims and their  
families

The prosecution of your matter is now at an end. As a result, we would like to invite you to provide feedback regarding the service you received from our Office.

Participation in this survey is voluntary.



**Queensland  
Government**

## Are my responses anonymous?

Yes.

You do not need to provide your name or contact details to complete the survey. We will not be able to tell who completed the survey and you will not be contacted by our Office regarding your feedback.

If you have an enquiry that requires a response from our Office, or if you would like to make a formal complaint, please email or write to us at the address provided below.



Directorate  
Office of the Director of Public Prosecutions  
GPO Box 2403  
BRISBANE QLD 4001

or



[MailboxODPP@justice.qld.gov.au](mailto:MailboxODPP@justice.qld.gov.au)

## Do I have to complete the survey?

No.

Participation in this survey is voluntary.

If you decide not to complete the survey now but change your mind in the future, you may take the survey at a later date.

## Will my Victim Liaison Officer see the responses I provide?

No. The responses you provide will not ordinarily be sent to your Victim Liaison Officer.

However, you may indicate that you want some feedback to be passed on to your Victim Liaison Officer.

Please provide the name of your Victim Liaison Officer if you would like them to be advised of some specific feedback.

## How long will it take to complete the survey?

The survey should take between 10 and 15 minutes to complete.

The exact length of the survey and the number of questions you are asked will depend on your experience with the ODPP and the way the matter progressed through the courts.

## Do I have to provide my personal information?

No.

You will be asked to provide some personal details, such as your age and gender, however you do not have to answer these questions. You may select 'Prefer not to answer' if you wish.

## What if I don't know the answer to a question?

Most of the questions will allow you to answer 'Unsure' if you do not know the answer to the question.

## What type of questions will I be asked?

The purpose of the Victim Liaison Service is to ensure that victims of crime and their families are kept informed as their matter progresses through the criminal justice system. Another critical function of the service is to ensure victims are informed of external organisations who can provide specialised assistance and support.

Therefore, the survey focuses on whether our Office kept you up to date during the court process, and whether you were provided with factsheets about the criminal justice process and brochures about relevant organisations (such as Victim Assist Queensland).

You will also be asked some questions about the service you received, including whether ODPP staff treated you with respect, and adequately addressed your enquiries.

Most questions are multiple choice. You will also have an opportunity to provide general comments at the end of the survey.

## What will the results be used for?

Your responses will help us evaluate and improve the service provided by the Victim Liaison Service.

## Where can I access the survey?

The victim survey can be accessed at the website below. You will need to enter the password provided.

**Website:** <https://www.surveymonkey.com/r/odppvlsurvey>

**Password:** ODPPVLS

Please note, this is a generic password and will not identify you as the respondent.

Alternatively, if you would like to receive a hardcopy (paper version) of the survey, please write to us at the address below.



Directorate  
Office of the Director of Public Prosecutions  
GPO Box 2403  
BRISBANE QLD 4001

or



[MailboxODPP@justice.qld.gov.au](mailto:MailboxODPP@justice.qld.gov.au)

survey instructions

## Further information

If you have any questions or need help, contact the ODPP in your region.

### Freecall

P: 1800 673 428

### Maroochydore

P: (07) 5470 8199

F: (07) 5470 8193

[ODPPVLOMaroochy@justice.qld.gov.au](mailto:ODPPVLOMaroochy@justice.qld.gov.au)

### Brisbane

P: (07) 3239 6840

F: (07) 3220 0035

[DPPVictimLiaisonSupervisor@justice.qld.gov.au](mailto:DPPVictimLiaisonSupervisor@justice.qld.gov.au)

### Rockhampton

P: (07) 4938 4555

F: (07) 4938 4922

[ODPPVLORockhampton@justice.qld.gov.au](mailto:ODPPVLORockhampton@justice.qld.gov.au)

### Beenleigh

P: (07) 3884 7070

F: (07) 3884 7077

[ODPPVLOBeenleigh@justice.qld.gov.au](mailto:ODPPVLOBeenleigh@justice.qld.gov.au)

### Southport

P: (07) 5583 6155

F: (07) 5532 2026

[ODPPVLOSouthport@justice.qld.gov.au](mailto:ODPPVLOSouthport@justice.qld.gov.au)

### Cairns

P: (07) 4039 8444

F: (07) 4039 8888

[ODPPVLOCairns@justice.qld.gov.au](mailto:ODPPVLOCairns@justice.qld.gov.au)

### Toowoomba

P: (07) 4615 3438

F: (07) 4639 1759

[ODPPVLOToowoomba@justice.qld.gov.au](mailto:ODPPVLOToowoomba@justice.qld.gov.au)

### Ipswich

P: (07) 3280 1719

F: (07) 3812 0559

[ODPPVLOIpswich@justice.qld.gov.au](mailto:ODPPVLOIpswich@justice.qld.gov.au)

### Townsville

P: (07) 4799 7328

F: (07) 4799 7330

[ODPPVLOTownsville@justice.qld.gov.au](mailto:ODPPVLOTownsville@justice.qld.gov.au)

ODPP-#2463591-v1 January 2017

