

NOTES:

(1) IF YOU ARE NO LONGER ACTING IN 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 A COPY OF 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*).

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 -

(c) the party who served the subpoena; or

(d) 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*).

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 -

(e) the party who served the subpoena; or

(f) 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*).

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 -

(g) the party who served the subpoena; or

(h) 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*).

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 -

- (i) the party who served the subpoena; or
- (j) 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*).

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 -

- (k) the party who served the subpoena; or
- (l) 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*).

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 -

(m) the party who served the subpoena; or

(n) 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*).

SECTION G – CALCULATION OF ENTITLEMENTS

[ODPP FINANCE USE ONLY]

LOSS OF INCOME ALLOWANCE days @ \$52.50 (<i>absence from work of 4 hrs or less</i>)		\$▪.....
	Ordinary Evidence: <i>GL Code: 530087</i>	 days @ \$110 (<i>absence of more than 4 hrs from work</i>) \$▪.....
Professional Evidence: <i>GL Code: 530090</i> Hours absence / or Days <i>(\$117.50 for first 3hours or less plus \$29 per hour up to max. of \$262.50/day)</i>		\$▪.....
Govt. Medical Officers: <i>GL Code: 530091</i>	For claims by Crown witnesses who provided evidence of behalf of the Crown in their capacity as a part-time or casual Govt Medical Officer (GMO) refer to current GMO Schedule of fees for court attendance. Qld Health advises that the daily maximum allowance is set at 8 hours.		
Travel Allowance: Public Transport <i>GL Code: 530084</i>	Public transport fares actually paid:	Bus / train / ferry	\$▪.....
		Taxi	\$▪.....
Private Motor Vehicle <i>GL Code: 530086</i>	Kilometric allowance: klms @ \$0.39¢ / km		\$▪.....
	Parking Fees		\$▪.....
Accommodation Allowance: <i>GL Code: 530085</i>	Hotel/motel/registered lodging nights @ \$/ night <i>(Tax invoice /receipt required - up to maximum payable \$135/night)</i>		\$▪.....
	Private / other accommodation nights @ \$28.50 / night		\$▪.....
Meal Allowance: <i>GL Code: 530085</i>	Witness	Breakfast @ \$15.00	\$▪.....
		Lunch @ \$15.00	
		Dinner @ \$28.50	
	Parents / carers / support or dependants of witness	Breakfast @ \$15.00	\$▪.....
		Lunch @ \$15.00	
		Dinner @ \$28.50	
Children under 12years old	Breakfast @ \$ 7.50	\$▪.....	
	Lunch @ \$ 7.50		
	Dinner @ \$14.25		
SUB TOTAL			\$▪.....
LESS PART/ADVANCE PAYMENT OR PART PAYMENT FOR MEALS OR ACCOMMODATION			\$▪.....
TOTAL AMOUNT PAYABLE			\$▪.....

Calculated by: Verified by: