

**Criminal Practice Rules 1999 (rule 29)**

**Form 23, Version 1 - Notice to be served with form 21 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 attendance under the subpoena is required (rule 35 Criminal Practice Rules 1999).

**Application to set aside subpoena**

A person who has been served with the 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 (eg. 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

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**Criminal Practice Rules 1999 (rule 29)**

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# People I want to receive information

I request the ODPF 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**

Name of organisation			
Contact	Name (if known)	Phone	
Postal address	Address Line 1		
	Suburb	State	Postcode

## Individuals

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

Name				Relationship to victim	
Postal address	Address Line 1			Email	
	Suburb	State	Postcode	Phone	
Name				Relationship to victim	
Postal address	Address Line 1			Email	
	Suburb	State	Postcode	Phone	

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

Signature		Date	
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E: tct@justice.qld.gov.au

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