

VLO Correspondence

P 07 3738 9676 lisa.mallett@justice.qld.gov.au

GPO Box 2403, Brisbane, QLD 4001

Please note my new telephone number (07)3738 9676

Please think about the environment before you print this message.

This email and any attachments may contain confidential, private or legally privileged information and may be protected by copyright. You may only use it if you are the person(s) it was intended to be sent to and if you use it in an authorised way. No one is allowed to use, review, alter, transmit, disclose, distribute, print or copy this email without appropriate authority.

If you are not the intended addressee and this message has been sent to you by mistake, please notify the sender immediately, destroy any hard copies of the email and delete it from your computer system network. Any legal privilege or confidentiality is not waived or destroyed by the mistake.

It is your responsibility to ensure that this email does not contain and is not affected by computer viruses, defects or interferences by third parties or replication problems.

Please think about the environment before you print this message.

This email and any attachments may contain confidential, private or legally privileged information and may be protected by copyright. You may only use it if you are the person(s) it was intended to be sent to and if you use it in an authorised way. No one is allowed to use, review, alter, transmit, disclose, distribute, print or copy this email without appropriate authority.

If you are not the intended addressee and this message has been sent to you by mistake, please notify the sender immediately, destroy any hard copies of the email and delete it from your computer system network. Any legal privilege or confidentiality is not waived or destroyed by the mistake.

It is your responsibility to ensure that this email does not contain and is not affected by computer viruses, defects or interferences by third parties or replication problems.

Lisa Mallett
Victim Liaison Officer
FOR AND ON BEHALF OF T A FULLER QC
ACTING DIRECTOR OF PUBLIC PROSECUTIONS

If you have any questions or concerns, please do not hesitate to contact me on (07) 3738 9676.

Yours faithfully

Lisa Mallett
Victim Liaison Officer
SIGNED FOR AND ON BEHALF OF C W HEATON QC
ACTING DIRECTOR OF PUBLIC PROSECUTIONS

It may be possible for you to access support such as counselling or make an application for financial assistance. For more information contact Victims Assist Queensland on 1300 546 587 or a private solicitor or visit – <https://publications.qld.gov.au/dataset/a-guide-for-victims-of-crime-in-queensland>.

If you have any questions or concerns, please do not hesitate to contact me on (07) 3738 98676.

Yours faithfully

Lisa Mallett
Victim Liaison Officer
SIGNED FOR AND ON BEHALF OF C W HEATON QC
ACTING DIRECTOR OF PUBLIC PROSECUTIONS

If you are not the intended addressee and this message has been sent to you by mistake, please notify the sender immediately, destroy any hard copies of the email and delete it from your computer system network. Any legal privilege or confidentiality is not waived or destroyed by the mistake.

It is your responsibility to ensure that this email does not contain and is not affected by computer viruses, defects or interferences by third parties or replication problems.

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorised. If you have received this electronic message in error, please inform the sender or contact 1300ITPSBA@psba.qld.gov.au. This footnote also confirms that this email message has been checked for the presence of computer viruses.

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

(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 (rules 33 to 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).

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorised. If you have received this electronic message in error, please inform the sender or contact 1300ITPSBA@psba.qld.gov.au. This footnote also confirms that this email message has been checked for the presence of computer viruses.

Please think about the environment before you print this message.

This email and any attachments may contain confidential, private or legally privileged information and may be protected by copyright. You may only use it if you are the person(s) it was intended to be sent to and if you use it in an authorised way. No one is allowed to use, review, alter, transmit, disclose, distribute, print or copy this email without appropriate authority.

If you are not the intended addressee and this message has been sent to you by mistake, please notify the sender immediately, destroy any hard copies of the email and delete it from your computer system network. Any legal privilege or confidentiality is not waived or destroyed by the mistake.

It is your responsibility to ensure that this email does not contain and is not affected by computer viruses, defects or interferences by third parties or replication problems.

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorised. If you have received this electronic message in error, please inform the sender or contact 1300ITPSBA@psba.qld.gov.au. This footnote also confirms that this email message has been checked for the presence of computer viruses.



Stacey Cristaldi
Practice Manager | Directorate
Office of the Director of Public Prosecutions

P 07 3738 9740 E stacey.cristaldi@justice.qld.gov.au
GPO Box 2403, Brisbane, QLD 4001

Lily Reid
Legal Support Officer – Sheehy Chambers

Office of the Director of Public Prosecutions | GPO Box 2403 Brisbane QLD 4001
P 07 3738 9672 | E lily.reid@justice.qld.gov.au



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

(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 (rules 33 to 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).

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

(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 (rules 33 to 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).

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
- (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 (rules 33 to 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).

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
- (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 (rules 33 to 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).

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

(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 (rules 33 to 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).

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

(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 (rules 33 to 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).

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

(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 (rules 33 to 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).

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

(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 (rules 33 to 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).

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
- (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 (rules 33 to 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).

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

(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 (rules 33 to 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).

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

(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 (rules 33 to 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).

Sri Unnikrishnan

A/Legal Support Supervisor – Sheehy Chambers

Office of the Director of Public Prosecutions



**Queensland
Government**

P 07 3738 9696 E sri.unnikrishnan@justice.qld.gov.au
GPO Box 2403, Brisbane, QLD 4001

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 3035 1122).

All physical exhibits can be made available for inspection upon request from the Exhibits Officer (phone +61 7 3035 1122).

This email and any attachments may contain confidential, private or legally privileged information and may be protected by copyright. You may only use it if you are the person(s) it was intended to be sent to and if you use it in an authorised way. No one is allowed to use, review, alter, transmit, disclose, distribute, print or copy this email without appropriate authority.

If you are not the intended addressee and this message has been sent to you by mistake, please notify the sender immediately, destroy any hard copies of the email and delete it from your computer system network. Any legal privilege or confidentiality is not waived or destroyed by the mistake.

It is your responsibility to ensure that this email does not contain and is not affected by computer viruses, defects or interferences by third parties or replication problems.
