FORM 2

Section 18

**SUMMONS TO PRODUCE DOCUMENTS**

NORTHERN TERRITORY JUDICIAL COMMISSION

 To: [*identify the person to whom it is issued by name or by description of office or position*]

 [*address*]

You are summoned to attend before the Judicial Commission to produce this summons or a copy of it and the documents or things specified in the Schedule.

You must comply with this summons:

1. by attending to produce this summons or a copy of it and the documents or things specified in the Schedule below at the date, time and place specified for attendance and production; or
2. by delivering or sending this summons or a copy of it and the documents or things specified in the Schedule below to the Principal Officer of the Judicial Commission Office at the address below so that they are received not less than two clear days before the date specified for attendance and production.

Date, time and place at which you must attend to produce the summons or a copy of it and documents or things unless you receive notice of a later date or time from the Judicial Commission, in which case the later date or time is substituted:

 Date: [*insert date*]

 Time: [*insert time*]

 Place: [*insert place*]

 Address to which the summons (or copy) and documents or things may be delivered or posted:

 The Principal Officer

 [*insert address*]

**Failure to comply with this summons without lawful excuse is a criminal offence and may result in your arrest.**

Issued by:

……………………………………

Chairperson, Judicial Commission

Dated: [*e.g. 15 June 2024*].

This summons is issued pursuant to section 18 of the *Judicial Commission Act 2020* (NT).

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**Schedule**

The documents and things you must produce are as follows:

[*insert details of documents and things*]

**NOTE:**

1. Any question concerning this summons should be directed to the Judicial Commission Office.
2. Documents and things produced by you will be returned when they are no longer required.

**DO NOT IGNORE THIS NOTICE.** If you do not understand this notice or need help, contact the Judicial Commission Office, a legal practitioner, or your local legal aid office.