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|  | **COUNTY COURT OF VICTORIA**  250 William Street  MELBOURNE VIC 3000  DX 290078 Melbourne  Telephone: (03) 8636 6525  Facsimile: (03) 8636 6051 |

**CHECKLIST FOR ADDRESSEE**

Please refer to the following checklist before sending your material to the County Court at the address above.

Have you provided the documents set out in the schedule to the

subpoena?

*The schedule is located on the second page of the Form 42B, 42C*

*or Form 42AA subpoena*

Are you sending the documents to the **County Court** by the date of production in the subpoena ?

*This date is located on the second page of the Form 42B, 42C*

*or Form 42AA subpoena*

Have you included a copy of the Subpoena on top of the documents that you are forwarding to the Court?

If you have no material in relation to the subpoena, please advise the Court by way of letter

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Information sheet for addressees of subpoenas

Please note a new form has been created as a checklist for addressees of subpoenas to assist them to comply with the requirements of a subpoena.

This checklist is attached and is also available through the County Court website -

[www.countycourt.vic.gov.au](http://www.countycourt.vic.gov.au)

Listings and Registry

Subpoenas

Checklist for addressee

Please attach to the subpoena prior to being served on the addressee. Note – this is not a requirement of the Court. It is an additional resource for an addressee to assist them when complying with a subpoena.