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