

# Request to Issue Summons

## Instructions

1. Complete this form for each summons you want the Administrative Review Tribunal (the Tribunal) to issue.
2. Attach the draft summons in the approved form.
3. Lodge both forms with the Tribunal.

**Tribunal File Number:**

**Between:**

*Applicant*

**and:**

*Respondent*

**Addressee for  
summons:**

**Preferred return date:**  
(for documents)

## Reasons for the request

Please set out the reasons in support of your request, including details of the issue(s) to which the evidence or documents relate, the relevance of the evidence or documents to that issue and the importance of the evidence or documents to the case.

## Details of person making the request

Name:

Organisation/Firm:  
(if applicable)

Telephone:

Email:

Full Name:

Date:

### FOR TRIBUNAL USE ONLY

Considered by:

☐ Issue

☐ List for directions hearing/hearing

☐ Other

☐ Request further information

☐ Refuse

Instructions/Notes:

## Information about this form

### How do I submit this form?

You can send us your form via our online document lodgement system, by email, post, or deliver it to a Registry. Remember to attach the draft summons in the approved form.

**Online document lodgement system:** [www.art.gov.au](http://www.art.gov.au)

**Email:** [reviews@art.gov.au](mailto:reviews@art.gov.au)

**Post:** Administrative Review Tribunal, GPO Box 9955, Your capital city (Northern Territory residents should write to Adelaide) or Administrative Review Tribunal, c/- Supreme Court of Norfolk Island Registry, Kingston, Norfolk Island 2899

### In person:

#### ADELAIDE

Level 2  
1 King William St  
ADELAIDE SA 5000

#### BRISBANE

Level 6  
295 Ann St  
BRISBANE QLD 4000

#### CANBERRA

Level 8  
14 Moore St  
CANBERRA CITY  
ACT 2600

#### HOBART

Edward Braddon Building  
Commonwealth Law Courts  
39–41 Davey St  
HOBART TAS 7000

#### MELBOURNE

Level 4  
15 William St  
MELBOURNE VIC 3000

#### NORFOLK ISLAND

Supreme Court of Norfolk Island  
KINGSTON  
Norfolk Island 2899

**Tel +61 2 9391 2400**

#### PERTH

Level 13  
111 St Georges Terrace  
PERTH WA 6000

#### SYDNEY

Level 6  
83 Clarence St  
SYDNEY NSW 2000

If you want more information or assistance, call us on **1800 228 333** (calls are free from landline phones, however calls from mobiles may be charged).

Non-English speakers can call the Translating and Interpreting Service on 131 450 and ask them to call the Administrative Review Tribunal.

If you are deaf or have a hearing or speech impairment, contact us through the National Relay Service.

For more information visit [www.accesshub.gov.au](http://www.accesshub.gov.au)

**Website:** [www.art.gov.au](http://www.art.gov.au)