



NUMBER:

Form 32B - Attendance notice to produce

Industrial Relations Act 2016, schedule 5

Industrial Relations (Tribunals) Rules 2011, rules 58, 59, 63, 116, 117 and 120

Version 3

Applicant/Appellant: **(NAME OF APPLICANT/APPELLANT IN MATTER)**

AND

Respondent: **(NAME OF RESPONDENT IN MATTER)**

TO:

Name	
Address	

YOU are called on to attend and produce this attendance notice and the documents and things described in the schedule

Before the <i>(name of Court/Commission)</i>	
At <i>(specify address of court or place)</i>	
On <i>(date)</i>	
time	

and until you are excused from further attending

ISSUED by:

Signed:

Dated:

Issued at the request of

Name	
Designation	

Schedule

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to create a schedule.

Add additional pages if required

TAKE NOTICE: PLEASE READ CAREFULLY

(1) failure to comply with this attendance notice without lawful authority or excuse is contempt and may result in your being liable to a penalty of not more than 40 penalty units or, for a contempt of the court, imprisonment.

(2) you need not comply with this attendance notice unless conduct money sufficient to meet your reasonable expenses of complying with the attendance notice is paid, or tendered to you, not later than a reasonable time before the day on which you would be required to attend before the court, commission, registrar or industrial magistrates court (see R.62 & R.117).

(3) you have the right to apply to the court, commission, registrar or industrial magistrates court to have the attendance notice set aside on any sufficient grounds including –

- want of relevance; or**
- privilege; or**
- oppressiveness, including oppressiveness because substantial expenses may not be reimbursed; or**
- non-compliance with the Industrial Relations (Tribunals) Rules 2011 (eg Rs.25 and 117)**

(4) if you are not a party to these proceedings, instead of attending before the court, commission, registrar or industrial magistrates court you or someone on your behalf may produce the documents and things described in the schedule to the registry for the court, commission, or registrar or industrial magistrates court from which the attendance notice was issued, not later than the day on which you are required to attend.