# 102.

E-FORM

P.15, r.5 FJ(G)R 2024

## Order to Attend Court

*Order is valid only if engrossed with the seal of the Court and signature of the Registrar*

(Title as in action)

**ORDER TO ATTEND COURT**

To: [Name of witness / Superintendent of Prisons]

[Address of witness][[1]](#footnote-1)

This serves as a NOTICE to [Name of witness]  (incarcerated) to attend Court.

This NOTICE is valid from the date of the hearing until the end of the hearing (which shall include any adjourned hearing).

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| Date and time of hearing: | *[C] of Request for an Order to Attend Court (Form 101 Annex A) (“Request”)* |
| Place of hearing: | *[B] of Request* |
| Nature of hearing: | *[A] of Request* |
| If witness is to appear in his/her official or professional capacity, please state his/her capacity and his/her organisation. | *[4] of Request* |
| What evidence is the witness required to give? | Oral evidence. *[5] of Request*  Document(s). |
| The evidence is to be given on behalf of | Applicant  *[Section 1 of Request]*  Respondent  Others:\_\_\_\_\_\_\_\_\_\_\_\_ |
| Identify the document(s) to be produced: | *[6B] of Request* |
| *[If 2B of Request is selected]*  The [Enter name of requesting party] agrees to pay the reasonable expenses of transporting and maintaining the witness and the officer to and from the prison. | |

Note: If you are only required to produce documents and you ensure that all the documents required are produced in accordance with this Order, you need not attend Court personally.

[[2]](#footnote-2)This order to attend court is sufficient authority as an order under section 38 of the Prisons Act 1933 for the Superintendent to produce the named person in Court at the time and place stated. The requesting party undertakes to pay upon request the costs to be incurred by the prison in complying with the order to attend court.

1. Not required for incarcerated witness. [↑](#footnote-ref-1)
2. To be used only if the witness is incarcerated. [↑](#footnote-ref-2)